

Disciplinary Action Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Department: [Insert Department]

Subject: Notice of Disciplinary Action

Dear [Employee Name],

This letter serves as formal notification of disciplinary action in response to [briefly describe the behavior or incident]. This action follows our previous discussions on [mention any previous warnings or meetings].

Details of Incident:

[Provide a detailed account of the incident or behavior that warrants disciplinary action.]

Previous Warnings:

[List any previous warnings or disciplinary actions taken, including dates and details.]

Disciplinary Action:

As a result of the above, the following disciplinary action will be taken:

- [Specify the disciplinary action, e.g., suspension, probation, etc.]
- [Outline any additional steps the employee must take, if applicable.]

Future Expectations:

We expect that you will [outline expected behavior changes or improvements]. Failure to meet these expectations may result in further disciplinary action, up to and including termination.

Employee Rights:

You have the right to respond to this disciplinary action. Please submit your response in writing to [insert name or title of the appropriate reviewer] by [insert due date for response].

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Signature: _____

Date: _____