

Disciplinary Action Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to inform you of the disciplinary action that has been taken regarding the recent incident that occurred on [Insert Date of Incident].

Following our investigation and discussion with you regarding [briefly describe the incident], it has been determined that your actions were in violation of [insert specific company policy or standard].

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

- [Describe the disciplinary action, e.g. suspension, demotion, warning, etc.]
- [Optional: Additional consequences or requirements, if applicable]

You have the right to appeal this decision. If you wish to do so, please submit your appeal in writing to [Insert Name/Department] by [Insert Deadline].

We value you as an employee and hope that this matter can be resolved constructively.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]