

Disciplinary Action Rationale

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Subject: Rationale for Disciplinary Action

Dear [Employee Name],

This letter serves to outline the rationale behind the disciplinary action taken against you on [Insert Date of Action]. This action is being taken in accordance with company policy and procedures due to the following reasons:

1. [First Reason for Disciplinary Action]
2. [Second Reason for Disciplinary Action]
3. [Third Reason for Disciplinary Action]

The conduct outlined above does not align with the expectations set forth in our employee handbook, specifically regarding [Insert Relevant Policy or Guidelines]. As a result, the following disciplinary measures have been decided:

- [Description of Disciplinary Measures]

We encourage you to take this feedback constructively and make the necessary adjustments moving forward. Should you have any questions or wish to discuss this matter, please feel free to reach out.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]