

Disciplinary Action Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice regarding the disciplinary action being taken against you for noncompliance with the company's code of conduct. It has been brought to our attention that you engaged in the following behavior:

- [Describe the specific behavior or incident]
- [Reference any previous warnings or conversations regarding this issue]

This behavior is a violation of our code of conduct, specifically [insert relevant section or clause]. As a result, we have decided to impose the following disciplinary action:

[Describe the disciplinary action, e.g., suspension, demotion, warning, etc.]

Please be aware that continued noncompliance may result in further disciplinary measures, including possible termination of employment.

You are encouraged to take this opportunity to reflect on your actions and make the necessary adjustments to ensure this does not happen again. We are committed to supporting you in this process.

If you have any questions or if you wish to discuss this matter further, please do not hesitate to reach out to [Supervisor/HR contact name] at [contact information].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]