

# Employee Disciplinary Action Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as a formal notification regarding the disciplinary action being taken against you due to [specific reasons for disciplinary action]. It has been brought to our attention that the following incidents occurred:

- [Incident 1 Description]
- [Incident 2 Description]
- [Incident 3 Description]

As a result of these actions, we have decided to [describe the disciplinary action, e.g., issue a written warning, suspend, etc.], effective [start date of action]. This decision is in accordance with our company policies and procedures.

Please be aware that failure to improve your behavior may result in further disciplinary action, up to and including termination of employment.

If you have any questions or wish to discuss this matter further, please feel free to reach out to [Supervisor/HR Contact Name] at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]