

# Disciplinary Action Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notice of Disciplinary Action

Dear [Employee's Name],

This letter serves as a formal notice regarding disciplinary action to be taken against you due to [brief description of the misconduct, e.g., violation of company policies, inappropriate behavior, etc.].

On [insert relevant date(s)], it was noted that you [provide details of the incident(s), including specific behavior, actions, or performance issues]. This behavior is not in line with our company standards and policies, as outlined in the [insert relevant policy manual or document].

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

1. [Specify action, e.g., written warning, suspension, etc.]
2. [Any additional actions, if applicable]

It is important to understand that further violations may lead to more severe disciplinary measures, up to and including termination of employment. We encourage you to reflect on this matter and take the necessary steps to improve.

If you have any questions about this notice, please do not hesitate to contact me directly.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]