

Disciplinary Action Warning

Date: [Insert Date]

From: [Your Name]

To: [Employee's Name]

Subject: Disciplinary Action Warning

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent conduct that violates our company's policies.

Specifically, on [insert date of the incident], it was reported that you [describe the specific behavior or violation]. This behavior is not acceptable and is against [mention policy or rule].

As per our disciplinary procedure, this letter is to inform you that failure to improve your behavior may result in further disciplinary action up to and including termination of your employment.

We expect immediate improvement in your conduct. Please consider this matter seriously and take the necessary steps to correct your behavior.

If you have any questions or would like to discuss this warning further, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]