

# Contractor Disciplinary Action Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to formally notify you of disciplinary action taken regarding your conduct in relation to the terms of our contract dated [Insert Contract Date].

It has come to our attention that [Describe the specific violation, e.g., failure to meet deadlines, safety violations, etc.]. This behavior is in violation of [Specify section of contract or policy].

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

- [Specify action, e.g., suspension, termination, etc.]
- [Any additional penalties or requirements]

Please be advised that you have the right to respond to this notification within [Specify timeframe, e.g., 7 days] should you wish to contest this disciplinary action.

We value our working relationship and hope to resolve this matter amicably.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]