

Contractor Disciplinary Measures Notification

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Dear [Contractor Name],

We are writing to formally notify you of the disciplinary measures being taken in relation to your performance and conduct while engaged in [Project/Contract Name].

As discussed in our previous meetings, we have observed the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

In accordance with our policies, the following measures will be implemented:

- [Measure 1]
- [Measure 2]
- [Measure 3]

Please be advised that failure to improve in these areas may result in further disciplinary action, including potential termination of your contract.

If you wish to discuss this matter further, please do not hesitate to contact us by [Date]. We appreciate your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]