

# Resolution Proposal for Disciplinary Issues

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Resolution Proposal for Disciplinary Issues

We are writing to formally propose a resolution for the disciplinary issues that have arisen concerning [Employee's Name/Employee ID] on [Date of Incident]. After a thorough investigation and consideration of the circumstances, we believe that it is essential to address this matter promptly to ensure a constructive work environment.

The issues identified include:

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

To resolve these issues, we propose the following actions:

1. [Proposed Action 1]
2. [Proposed Action 2]
3. [Proposed Action 3]

We believe that the implementation of these measures will provide an effective path forward and help prevent similar issues in the future. We request your feedback on this proposal by [Insert Feedback Due Date].

Thank you for your attention to this important matter. We look forward to working together to resolve these issues amicably.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Contact Information]