

Formal Disciplinary Action Letter

Subject: Notice of Disciplinary Action

Dear [Employee's Name],

This letter serves as a formal notice of disciplinary action due to [specific misconduct, such as repeated tardiness, unprofessional conduct, or violation of company policy].

Following our review of the incident on [date], it was determined that your actions were not in line with company standards. You were previously counseled on [date] regarding similar behavior, but the issue has continued.

As a result, we are issuing a [type of action, such as written warning, suspension, or probation].

Please note that further misconduct of this nature may result in more severe consequences, up to and including termination.

We expect your full cooperation in correcting this behavior immediately. Should you have questions or wish to provide clarification, you may schedule a meeting with your supervisor or HR.

Sincerely,

[Manager's Name]

[Position]

[Company Name]

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