

Serious Misconduct Disciplinary Action Letter

Subject: Disciplinary Action for Serious Misconduct

Dear [Employee's Name],

We are issuing this letter to formally notify you of disciplinary action due to your involvement in [describe misconduct, e.g., workplace harassment, safety violation, insubordination]. Such behavior is considered a serious breach of company standards and will not be tolerated.

Effective immediately, you are placed under [suspension/probation] while we conduct a thorough review of this matter. Depending on the outcome, further actions, including termination, may be applied.

You will be required to attend a disciplinary hearing on [date] to discuss this matter. Failure to attend may result in a decision being made in your absence.

Sincerely,

[HR Manager's Name]

[Company Name]

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