

Disciplinary Action Acknowledgement

Subject: Formal Discussion Acknowledgement

Dear [Employee Name],

This letter confirms our discussion on [Date] regarding [specific issue or behavior, e.g., repeated tardiness, violation of specific policy]. Also present during this meeting were [Names and Titles of others present, e.g., HR Representative, Union Rep].

We discussed the following concerns:

- [Point 1: Specific detail of the incident/behavior]
- [Point 2: How it violates company policy/expectations]
- [Point 3: Previous discussions or warnings, if applicable]

The corrective action plan we agreed upon is as follows:

- [Action Step 1]
- [Action Step 2]
- [Timeline for improvement, e.g., We will review this matter again on (Date)]

Failure to improve and adhere to the agreed-upon plan may result in further disciplinary action, up to and including termination of employment.

Your signature below indicates that you have received and understood this documentation. It does not necessarily imply that you agree with the content.

Please sign and return one copy of this letter to me by [Date]. You may keep the second copy for your records.

Sincerely,

[Manager's Name]

[Title]

Employee Acknowledgement of Receipt

I acknowledge that I have received and read this document.

Employee Signature: _____

Printed Name: _____

Date: _____

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