

DISCIPLINE LETTER

Employee Name:

Employee ID:

Supervisor/Manager:

Subject:

Official Notice of Disciplinary Action

Introduction:

This letter serves as a formal written notice of disciplinary action concerning the employee identified above. The Company is committed to maintaining a productive and respectful workplace in compliance with all applicable federal, state, and local laws. This letter outlines the specific reasons for this disciplinary action, expectations for future conduct, and the consequences of any further violations.

Details of Incident:

On the occasion(s) referenced by your supervisor, you engaged in conduct that violated Company policies or standards, specifically: (describe the nature of the infraction(s) clearly and objectively).

Policy Reference:

Your actions are inconsistent with the Company's established policies, including but not limited to, the Employee Handbook sections on workplace behavior, attendance, ethical conduct, and performance standards.

Previous Warnings:

Prior to this letter, you have received the following warnings and counseling sessions relating to similar or related issues: (list dates and summaries of previous verbal or written warnings, if any).

Corrective Action Required:

To address this matter, you are required to immediately comply with all applicable Company policies and demonstrate sustained improvement in your conduct and performance. Failure to meet these requirements may result in further disciplinary actions, up to and including termination of employment.

Future Expectations:

You are expected to maintain conduct consistent with Company standards at all times. This includes adherence to all policies, timely communication with your supervisor, and cooperation with any investigations or corrective measures.

Acknowledgment of Receipt:

Please sign and return a copy of this letter to acknowledge your receipt and understanding of the contents. Signing this letter does not necessarily imply agreement but confirms that the contents have been reviewed with you.

Confidentiality:

This letter and its contents are confidential and intended solely for the use of the recipient and authorized Company personnel. Unauthorized disclosure is prohibited and may lead to disciplinary action.

Legal Compliance:

This disciplinary action is undertaken in accordance with applicable federal, state, and local laws, and does not waive any rights you have under such laws. The Company reserves the right to amend or supplement this letter as necessary.

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

Signature: _____

Signature: _____

Date: _____

Date: _____

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