Disciplinary Action Letter

|  |  |
| --- | --- |
| [Employee Name] | [Company Name] |
| [Employee ID] | [Company Address] |
| [Employee Job Title] | [City, State, Zip Code] |
| [Employee Department] | [Date] |

**Subject: Disciplinary Action for [Brief Description of Issue]**

Dear [Employee Name],

This is an official disciplinary action letter is to address a specific performance/behavior issue that has been observed in your role as [Employee Position]. This document serves as a formal written warning regarding the issue described below.

On [date(s)], it was observed that you [describe the specific behavior or performance issue, including details and incidents]. This behavior/performance issue has negatively impacted [describe the impact on team/department/company].

We have previously discussed this issue on [date(s) of previous discussions or warnings]. Despite these discussions, the issue has not been resolved.

During our discussion on [date], you explained that [summarize the employee's response or explanation].

Moving forward, you are expected to [clearly outline the expected behavior or performance]. Specifically, you must [detail specific actions needed for improvement].

To support your improvement, the company will provide [mention any support, training, or resources].

Please be aware that if this issue is not resolved, further disciplinary actions will be taken, [describe potential consequences, up to and including termination].

Your progress will be reviewed on [date] during a follow-up meeting. We will monitor your performance and provide feedback regularly.

By signing below, you acknowledge receipt of this disciplinary action and understand its contents.

|  |  |  |  |
| --- | --- | --- | --- |
| [Employee Signature] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [Date] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [Manager/Supervisor/HR Representative Signature] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [Date] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

If you have any questions, need further clarification, or wish to appeal against this reprimand, please do not hesitate to contact me within [state period of time].

Sincerely,

[Manager/Supervisor/HR Representative Name]



[aihr.com](https://www.aihr.com/)

[Manager/Supervisor/HR Representative Job Title]

[](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)