**Disciplinary Action Email for Negative Attitude**

| Subject: Disciplinary Action Email for Negative Attitude  Dear [Employee Name],  This email has been sent to you in order to inform you about the company’s decision to take disciplinary action against you due to your unacceptable behavior towards the colleagues and clients.  Many complaints have been filed against you by various employees about how badly you behave with them. Not only that, many clients have also been very unhappy with your behavior. Being confident and valued is certainly good but you should also regard and respect others.  We kept you under observance for [X] months and found that the complaints against you are not baseless. Your negative attitude is not only affecting the clients and your co-workers but also is proving bad for your work and company’s reputation. [Mention the problems affecting the company, for example, Your self-centric nature has overall affected the entire company’s work environment.]  You have ignored all the prior warnings therefore, we have no other option than to [mention the disciplinary action for example, demoting you to the position of “Assistant Manager” from “Manager’s” Position.] Your overall compensation will decrease from [X%] to [X%]. You can contact the HR department for your salary breakdown.  Consider this warning as your final warning. If you do not change your behavior, our next action would be immediate dismissal.  However, we hope that you will work on your attitude and regain your position very soon.  Best Wishes, [Your Name]  [Email signature] |
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