Today’s Date

**Employee Name**

Street Address

City, State, ZIP

Dear <Employee>,

This letter is to confirm our discussion on <date of disciplinary meeting> and to notify you that <COMPANY NAME> is taking the following disciplinary action based on the following facts and circumstances: <identify the disciplinary action – e.g. verbal warning, written warning, etc.>.

This disciplinary action arises from: <cite the specific examples of misconduct or unacceptable performance and if applicable, refer to specific rule or policy violated. Provide dates of each incident as well>.

You must improve your performance immediately by taking the following actions: <identify specific examples and suggestions for improvement>. Failure to maintain acceptable standards of conduct will result in further disciplinary action, up to and including termination.

A copy of this letter will be placed in your personnel file. If you have questions, please contact me.

Sincerely,

**<Name>**

<Title>