[Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

Subject: Statement of Formal Disciplinary Action

Dear [Employee Name],

This letter serves as formal notification of disciplinary action regarding your conduct/performance. This action is being taken at the level of: **[Level of Action, e.g., Written Warning / Final Warning / Suspension]**.

Reason for Action:
On [Date], the following incident or performance issue occurred: [Provide a factual description of the behavior or violation of company policy].

Prior Discussions/Warnings:
[List any previous verbal or written warnings, or state "None" if this is the first formal action].

Expectations for Improvement:
Effective immediately, you are required to:

- [Requirement 1]
- [Requirement 2]

Consequences:
Failure to correct this behavior or further violations of company policy will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and discussed this document with management. Your signature does not necessarily indicate agreement with the contents.

_____
Employee Signature

_____
Supervisor Signature

_____
Date