

DISCIPLINE LETTER

To: _____

From: _____

Subject: _____

Employee Information:

Full Name: _____

Position: _____

Department: _____

Incident Description:

This letter serves as formal documentation of the disciplinary action taken regarding the incident reported. The details of the incident are as follows:

[Describe the incident in detail here including date, time, location, and persons involved. State the facts clearly and objectively, without opinions or assumptions.]

Policy Violated:

It has been determined that the employee violated the following company policy/policies:

[Specify the exact policy section(s) and summarize the relevant rules or standards breached.]

Disciplinary Action Taken:

Following a thorough investigation and consideration of all circumstances, the following disciplinary action has been taken:

[Specify the type of disciplinary action such as verbal warning, written warning, suspension, demotion, termination, etc. Include any conditions or requirements placed on the employee going forward.]

Employee Acknowledgment:

The employee is expected to adhere strictly to all company policies and standards. Failure to comply with company policies in the future may result in further disciplinary action, up to and including termination of employment.

Employee's signature below acknowledges receipt and understanding of this discipline letter, but does not necessarily indicate agreement.

Employee Signature: _____

Date: _____

Manager/Supervisor Signature: _____

Date:

This disciplinary letter is issued in accordance with applicable Canadian employment laws and company policies. The company reserves all rights to take further action as permitted by law. If you have any questions regarding this letter or the disciplinary process, please contact Human Resources.

EMPLOYEE SIGNATURE MANAGER/SUPERVISOR SIGNATURE REPRESENTATIVE SIGNATURE

Signature: _____ Signature: _____ Signature: _____

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