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MEMO

To: [Employee name]

From: [Your name and title]

Date: [Date of writing]

RE: [Subject (specific to the infraction)]

This memo serves as written notice to [employee name]. [Company name] has made the decision to take disciplinary action regarding [specific infraction or performance issue].

[If relevant, mention any prior disciplinary issues related to the specific infraction, along with actions taken or warnings given.]

[Company name] has decided to [disciplinary action] [employee name]. [Explain what action will be taken in detail. For example if the employee is suspended the memo could say something like: XYZ Company has decided to suspend Mr. Late-to-work without pay for a period of one week. The suspension will be effective immediately.]

[Include information about consequences and specific policies that may apply. The memo could say something like: It is our sincere hope that this suspension is met with understanding on your part and that in the future you will be at your desk on time each day. This is your third written warning, and according to company policy, if chronic tardiness continues, the next action will be termination. You have the right to appeal this decision. If you have questions regarding this disciplinary process, please contact the human resources department.]