

# DISCIPLINARY LETTER

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

This letter serves as a formal disciplinary notice regarding your conduct/performance at the company. It outlines the concerns identified, the expectations for improvement, and the company's policies governing disciplinary actions. This letter is issued in accordance with applicable laws in Canada and company policies.

## 1. Nature of the Disciplinary Issue

You have been found to have violated company policies or failed to meet performance expectations as follows:

### Details:

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## 2. Previous Warnings or Discussions

The following prior warnings or discussions related to this matter have occurred:

### Details:

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## 3. Expected Standards and Behavior

You are expected to adhere to all company policies and maintain professional conduct at all times. This includes, but is not limited to, punctuality, quality of work, adherence to safety protocols, and respectful communication with colleagues and management.

## 4. Required Corrective Actions

You are required to take the following actions to address the issue(s):

### Details:

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## 5. Consequences of Failure to Improve

Failure to demonstrate satisfactory improvement or repeated violations may result in further disciplinary action, up to and including termination of employment.

**6. Employee's Right to Respond**

You have the right to respond to this disciplinary notice in writing within a reasonable period. Your response will be considered as part of the disciplinary process.

**7. Confidentiality**

This disciplinary letter and any related documentation will be kept confidential and will be maintained in your personnel file in compliance with applicable privacy laws in Canada.

**8. Acknowledgment of Receipt**

Please acknowledge receipt of this disciplinary letter by signing below. Your signature confirms receipt and understanding of the contents but does not necessarily indicate agreement.

**EMPLOYEE SIGNATURE**

**SUPERVISOR/MANAGER SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This disciplinary letter is issued in accordance with the laws of Canada and complies with applicable employment standards and privacy regulations.

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