

This action is taken in the hope that you will correct your future performance so that more severe disciplinary actions will not be necessary.

Yours truly,

(copies only)

---

Date Received

---

John Doe

- Notes:
1. This is a notice of suspension which refers to prior oral and written reprimands.
  2. The letter identifies the infraction, provides the details of the disciplinary action and warns of the consequences of future offences.
  3. The letter is to be presented to the employee by hand and receipted by him or delivered by registered mail.
  4. The letter is a sample only and may be re-written to suit the circumstances.