**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This is to inform you that after reviewing several instances at work in which you behaved unprofessionally, the organization is forced to take disciplinary action against your behavior. You have been an exemplary employee for the past 2 years. Lately, your unprofessional behavior towards work has been evident in missing important deadlines, losing a key client and unconcerned attitude.

You were given multiple oral and a written warning for your behavior. However, yesterday you missed a critical meeting with our biggest client and caused significant damage to the deal. Therefore, it has been decided that after fair warnings, disciplinary action will be taken against you leading to a possible demotion.

An HR committee will meet with you on Tuesday, April 20, 20xx at 1100 hours and you will get a chance to explain your position. The HR department will be available to address any grievances you have and counsel you. You can discuss with them any issues that you might be suffering from and that is keeping you from giving your 100% to work.

A copy of this letter will also be placed in your file. It is sincerely hoped that you and the HR committee can come to an amicable understanding and there will be no repetition of this unprofessional behavior.

Sincerely,

[Your Name]

[Title]