

Sample Employee Discipline Letter #2

Repeat Violations

Note: Letters should be placed on company letterhead.

Date

Mr. John Smith
123 Anywhere Street
Badboy, Nevada, 80111

RE: Violation of Company Policy – 30 Day Notice

Dear Mr. Smith

Over the past 6 months, you have received three written warnings regarding the use of company vehicles without permission (or insert the appropriate violation).

Your supervisor, Bill Jones, has told us that at times, you feel it has been a necessary part of your job and to seek permission for the use of a company vehicle each time would deter your job performance.

Unfortunately, the Company does not agree and all employees who are allowed to drive company vehicles must abide by the Company's policy. In addition, you have failed to work with your supervisor Bill Jones on the assigned improvement plan.

Because we feel you have ignored three written warnings regarding this policy, and have ignored the suggested improvement plan, if any additional violations of the Company's vehicle policy occur within the next 30 days, the Company feels it has no choice but to terminate the employee/employer relationship.

Your supervisor will closely follow your actions in the next 30 days and report directly to his supervisor, Donna Justice. Please keep in mind that even one violation will result in immediate termination. Upon the end of the 30 days, if no violations of the company's vehicle policy have been made, your supervisor will report the situation to me personally and a decision will be made on whether to extend you any additional time to work on abiding by the policy or if the employee/employer relationship will be ended.

We have enclosed two letters herein and request you keep one copy for your records, sign the other and return it to your supervisor as soon as possible.

Sincerely,

Henry Hope
HR Manager

Cc: Bill Jones

Donna Justice
Employee File

Enc. Duplicate Copy of Letter

Note: It's best to hand deliver the letter so the employee has a chance to sign the additional copy and the signed copy can be inserted into the employee's file.