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Letters.org

**Introduction**

In a professional environment, if achieving targets or increasing productivity is important, so is the discipline and decorum of the company. Sometimes an employee behaves in such a way that it becomes difficult for his supervisor to understand him and on the other hand employee thinks that supervisor does not understand him.

At this point, the discipline of the organization is at risk. So, writing a discipline letter becomes important at this stage.

**Discipline letter Tips**

Few tips should be considered for writing a discipline letter:

* Firstly it is vital to communicate the issue verbally, and if it does not work then go ahead with the discipline letter.
* You must clearly mention in your letter the reason behind writing this letter.
* Tone of the letter should be formal exhibiting professionalism in your content.
* The reason should be supported with a proof of evidence in the letter.
* Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

Sample Discipline letter

To,

Mr. Steven Jacob

Marketing Coordinator

Asian Image Consultants

Argentina

Date (Date on which letter is written)

From,

Marc Benson

Marketing Head

Asian Image Consultants

Sub: Target Issue

Dear Mr. Jacob,

I would like to inform you that I am very much impressed by your punctuality. But, on the other hand I am also very disappointed to see your performance chart. For the past three months, you have not been able to achieve even 65% of the target assigned to you. It is quite unacceptable by the management. I have earlier also communicated the same to you verbally, but still there is no improvement. So, finally management has decided to have a meeting with you and would like to discuss with you regarding your marketing strategy for achieving the target of this month.

I hope you will come on time and discuss with us your plan so that we can chalk out a mutual plan which will help you in achieving the target.

Looking forward to see you,

Yours sincerely’

Marc Benson

# Discipline letter Template

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the person),

# I, hereby, would like to inform you that after reviewing your performance sheet, management has decided to sit with you and would like to discuss with you regarding your strategies to improve the productivity of the organization. Your performance has incredibly gone down by \_\_\_\_\_\_\_\_\_\_ (Percentage) which is quite unacceptable by the management.

# I hope that you will come with all the facts and figures to support your strategies so that a mutual decision can be made.

# I look forward to see you on time.

# Yours sincerely’

# (\_\_\_\_\_\_\_\_\_)

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