

DISCIPLINE LETTER

Included:

Introduction

Discipline letter Tips

Sample Discipline letter

Discipline letter Template

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'

(_____)

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org