**Direction des Ressources Humaines** Casablanca, le …..

Monsieur…. Service ………….

Objet : Notification d’une sanction disciplinaire

Remise en main propre contre accusé réception

**Nous avons le regret de relever à votre encontre les faits suivants qui constituent un manquement à votre obligation de salarié :**

*{Indiquer les manquements constatés à l’encontre du salarié……*

*………………………………………………………………………………………..]*

A cet effet, et en vertu des dispositions de la loi, notamment les articles 37. 38 et 62 du code du travail, L'employeur peut prendre l'une des sanctions disciplinaires stipulées par l’article 37 à l'encontre du salarié pour faute non grave. De ce fait, nous avons le regret de vous infliger la sanction suivante :

*[faire un choix sur l’une des sanctions suivantes en fonction de l’importance des faits reprochés au salarié.]*

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| **Motif de la sanction** | **sanction** | **N°** | |
| * ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | **avertissement** | **1** |  |
| * ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | **1er blâme** | **2** |  |

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| **PV d’écoute** | **Motif de la sanction** | **sanction** | **N°** | |
| Ci-joint PV d’écoute | * ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | **2éme blâme** | **3** |  |
| **Ci-joint PV d’écoute** | * **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………** | **3ème blâme** | **4** |  |

Veuillez agréer, , Monsieur, l’expression de nos sentiments distingués

**Le Directeur des ressources Humaines**

* *Copie adressée à Mr l’inspecteur du travail ;*
* *Copie est adressée au salarié par voie recommandée ou en mains propres;*
* *Copie versée dans votre dossier personnel.*

*Signature du salarié avec la mention manuscrite, bien reçue le…*