[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This letter is to inform you of the change in existing company policy with regards to the latecomers. The company has decided to deduct a 50% of one day salary if an employee is late for thrice a month. Previously the company used to deduct 10% of the said salary.

This leniency went wrong for the company as the employees took it more than easy to be late in the workplace. In the last few weeks, the strength of employees coming to work late has been greater than ever before. This is a threat to the reputation of the firm that we cannot afford. The productivity of the company has also been affected in the worst way.

Therefore, all of you are strictly advised to follow the new policy otherwise the company will be entitled to deal the latecomer in the probable harsh way. We are seeing forward to the employee’s upgrading. Let us all work supportively & understandingly for our company’s nonstop achievements.

Thank you!

[Your Name]

[Title]