10 January 2020,  
Eliot Alexie  
Valley Stream, RT67

Dear Mr. Alexie,

I was brought into notice about an accident which took place in a factory with our new employee Mr. James Smith on 07-01-2020. He was doing work with the equipment when he came across the accident. His body parts were saved from injury but unfortunately, he got some severe burns on his face. You know that James is a new employee and is still working on probation. To investigate the matter, I appointed a fact-finding committee.

As per the recommendation of the aforesaid committee, you were supposed to impart him the professional training, but you failed to do so. You were hired three years ago, and you are knowing this fact very clearly that such an irresponsible attitude towards work is not tolerated in this company. This is not the first time we have received so many complaints against you before this incident. You had been warned many times, but you did not take those warnings seriously which is clear from your attitude.

You are therefore being suspended from your duties for one week and you will report back on 20-01-2020. Moreover, I am going to place this letter in your personnel file and if you continue such behavior, it will lead to the termination of your duty contract with us. To err is the human. Keeping in view this proverb, I hope you will rectify your nonprofessional behavior.

Regards,

Steve Mathew