8th August 20XX

Stephen Lucy  
ABC Branch  
11-933 Street  
(1111) 2345-6788

Subject: Explanation letter for security negligence

Dear Mr. Lucy,

I am Jacob Paul, the manager director of the XYZ company in which you are currently pursuing your job. I am penning down this letter to have an explanation from you regarding your negligence towards office security.

I have been receiving many complaints against you for the last two months and this letter is to seek an explanation from you regarding your dereliction of duty. I have informed through reliable resources that you are showing negligence in performing your duty and last week the company went through a big loss from this attitude of yours.

Gentleman this kind of negligence is unacceptable in the company. The company has established its reputation after a lot of hard work. You were given a verbal and written warning, but you didn’t give an ear to this. This letter is an official proceeding by demanding an explanation from you. Your coworkers have also complaint against you that you show laziness in performing the duty. You have been given a salary for your hard work but now you are lacking interest in your job.

You are therefore ordered to come tomorrow with an explanation letter of what has been asked from you. The company understands the problem of its employees, but it cannot put risk to its security on behalf of negligence from your side. Hope that you will follow what has been told you. This time I am demanding an explanation but next time without a second chance, you will be liberated from the job. I want you to visit me in the office tomorrow along with an explanation letter and bring it with you. Thank you.

Regards,

Jacob Paul