Date

Name

Address

Dear Ms. Emily,

This letter is intended to inform you about the disciplinary action that has been decided against you for your lack of seriousness in terms of the observance of proper office hours.

It has often been reported by your subordinates that the missed deadlines of many projects are due to your absence or late comings. Being a manager, it’s your responsibility to keep the projects moving and approve the required resources at the right time. However, as you have a habit of coming late to the office, many delays have been experienced over time.

The disciplinary committee, after detailed discussions, has decided that you will experience a 7% cut in your salary for the month of March and April 20XX. However, if you will not change your habit of coming late, you will either be demoted or terminated.

We hope that after this punishment, you will understand that your habit is affecting our company’s effectiveness and efficiency. Being our valued employees, we expect a change of behavior.

Regards,

Steven Smith.