Date

Name

Address

Dear Mr. Will,

I am writing this letter to inform you about the disciplinary action that has been decided by the disciplinary committee to be taken against you for exhibiting misconduct on 11th February 20XX.

During our meeting with ABC, your attitude towards the client was condescending. The continuous rejection of the client’s questions and derision of their comments were intolerable even for our own team. ABC got offended and has canceled their project with us.

The disciplinary committee, constituted after this misconduct of yours, has decided that you will be suspended for a month without salary. This suspension will start from 1st March 20XX and end on 31st March 20XX. Additionally, it has also been decided that if any sort of misconduct will be exhibited in the future, you will be terminated immediately.

We hope that you will avoid making such mistakes again and try to maintain the discipline and decorum of our company.

For any questions or queries, you can contact me at [X]. The minutes of the final meeting of the disciplinary committee is also attached with this letter.

Regards,

Sarah Will.