Date

Name

Address

Dear Ms. Mary,

I am writing this letter to inform you about the disciplinary action that will be taken against you for your constant negligence in various official tasks and work. It will be effective from 1st April 20XX.

We have received many complaints from your manager that you do not properly follow the work essentials, such as office timings, deadlines, client’s requirements, etc. Being an employee of ABC, you are well-aware of our policies and priorities. We value our employees the most, yet do not spare negligence.

As per the company policy, after issuing you three warnings, a disciplinary committee was set up. After considering all the factors, it has decided to take action against you. A 7% deduction in your salary will be implemented for a period of one year. However, if the negligence and unprofessionalism would continue, you be terminated immediately. On the contrary, in the case of your mature and serious attitude, after investigation, this deduction would be withdrawn.

You should take this disciplinary action as a correction measure, and not as a punishment. We hope to see your improved behavior in the future.

For any queries or issues, contact at [X].

Regards,

Ross Wilson.