[Company Name]  
[Address]

To

[The Recipient Name]

**Re. Pleading and Appealing for the Consideration of Disciplinary Actions against Mr. Krupat Nelson based on Breaching the Entrusted Confidentiality.**

Dear Sir,

This letter has been penned to plead for strict disciplinary action to be commenced against Mr. Krupat Nelson who is the Assistant Project Manager since 2018. He has been working in the Project Analysis and Project Development wing since his joining. He has proved himself to be an industrious and competent employee but failed to meet other professional requirements. Therefore, as a member of Project Management, I justify and appeal to take up severe and uncompromising disciplinary measures against him.

Sir, to work in project management comes with the huge responsibility of confidence because project management has to work as a strong team and they have all the information about the contracts, projects (upcoming and ongoing), and complete details of the economic status of the projects. Mr. Nelson has been charged with the breach of entrusted confidence and for revealing important information to rival groups and companies by taking a sum of thousands of dollars.

The proofs have been acquired and Mr. Nelson has repudiated all the proves by claiming that it is a conspiracy to charge him this offense and a gambit to demote him or get him a termination. Moreover, he could not disapprove many points of the proof.

The company’s policy of the Employee Code of Rights and Duties has stated that such an act is immensely condemnable and completely unacceptable. It is not safe to keep Mr. Nelson in the workplace at such a significant designation as the matter has caught the spotlight by media and contemporary companies. If the matter would not be addressed, it will bring reproach and disgrace in the contemporary world to the company.

Therefore, I request you to consider possible disciplinary measures against Mr. Nelson so that no other staff member can move in this dimension. Moreover, I plead you to reconsider and revisit the procedure of penalization in case of breach of entrusted confidence or revealing important information.

I thank you in anticipation for considering my appeal. Please write to me for any further at [email].

Regards

Oliver Smith  
General Manager  
Mega Encore Electronics  
J-30, Sector J/5D San Diego,  
CA, USA