[Company Name]

**Re. Issuing an Edict for the Disciplinary Measures against Mr. Cole Nelson for Chronic Absenteeism and Misconduct with the Immediate Supervisor/Project Director/Manager Underpinning the Order No. 901-B**

Dear [Name]

This letter is to serve as a letter of disciplinary action against you. I am drafting this letter to inform you formally about the disciplinary actions taken up against you on various grounds according to the company policy of CNP Code 1998 of US Federal and State Company Law.

Moreover, it is warned that more disciplinary measures can be taken if no improvement is seen in the mentioned concerns. This letter has been penned to you to deliberately assist you in communicating and knowing the actions taken up from the relevant provisions.

It was reported on 20th December 20XX that you have been careless and non-serious with the responsibilities meted out to you with the designation of Project Manager (according to the promotion letter 12th November 20XX). Then it was also observed that you started arriving and leaving the workplace on your own will paying no heed to the official timings and observance of regulations.

Moreover, when you were warned about your excessive absenteeism, your misdemeanor was witnessed by many. Such departmental affairs are only controllable when they are settled internally. It was also reported with evidence that you made the video of the quarrel between you and the Web Developer Mr. Nick Fisher and uploaded it on your Facebook profile. Such an unprofessional attitude and misdemeanor are not acceptable in any case.

According to the coded policies and law, you have been informed that you have lost all the perks and privileges coming up with your designation. They include the right to specific items listed and their utility in your hands. The loss of privileges is valid till 23rd April 20XX until the submission of improvement in the bimonthly report centering on your profile.

For more, you are encouraged to contact Human Resources. Please write to fulfill any query to [X] or call +[X].

Regards

Pinter Picker  
Manager  
STEPS Groups  
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San Diego, CA, USA