[Company Name]

**Re. Notifying the Disciplinary Actions Taken against Mrs. Jennifer Jess w.r.t. the Commission and Company Directive and Corrective Code of Statutes 2020 (updated)**

Dear Jess,

This letter serves as a formal notification of disciplinary measures against Mrs. Jennifer Jess, Assistant Finance Manager. This is an official notification of the disciplinary steps taken as a formal expression of disapproval and admonishment.

Your profile was recently discussed with the supervisor of the Department of Finance and Taxation who reported that you have been absent from the work without informing any validated member of management. He told me that you have been absent without any notification or approval taken through the application which is a formal way of communicating an unavoidable leave from work.

It has been reported that you remained absent chronically and unpunctual also. Later, you excuse your leaves on the grounds of a medical issue. It is regretful to notice that you could not produce any medical certificate or other evidence ratifying or validating your excessive absenteeism.

Besides, you have been mistreating your subordinates and putting unnecessary pressure and work burden on them. You have been noticed putting all of your work and responsibilities to your immediate subordinate Mrs. Emily Cooper. Other employees have also approved this demeanor of you at the workplace upholding it as unacceptable, inappropriate, and highly unaccommodated.

You were provided with the written notice of reprimand on 22-01-20XX disapproving of this behavior and calling for reprimand and improvement. Moreover, this is to hold that the disciplinary actions against you have been taken with reference to the ILM Code of Employment 1999. Accordingly, acting upon this, you have been informed that a 10% of your salary will be reduced from your gross salary each month temporarily.

Please contact me for any further at [X]. Please find all the related documents enclosed.

Regards

The General Manager  
Mega Starks Groups and CO.  
45-A, LGN Block, San Diego  
CA, USA