[Company Name]

To

[The Recipient Name]

**Re. Explaining and Justifying the Confiscation of Disciplinary Actions against Mrs. Emilia Lawrence w.r.t Order No. 34A-90 Commencing Immediate Termination**

I am Stewart Hill from the Department of Human Resource Management. I am drafting this letter to explain the reasons behind the commencement of immediate termination of Mrs. Emilia Lawrence with reference to order no. 34A-90. I pleaded and directed for your termination on the grounds of breach of entrusted confidentiality as a project manager. The impeachment of the Lex Records Annihilation Code and misconduct with the inquiry team also added to the causes of such stern and strict disciplinary actions.

It has been observed and reported to Human Resources that Mrs. Lawrence had been receiving a fair share from Mega Folk Advertisers and CO. in return for sharing confidential information of the latest projects and advertising campaigns.

Moreover, she has also been sharing new ideas for advertising campaigns for several projects from the past. Therefore, it has been felt necessary to confiscate coded disciplinary measures against the committed charge.

I hereby refer to the Federal and State Law of Company 1999 and [X] Company’s Employment Privacy Policy (updated on 23rd January 20XX) that imply the aforementioned terms and conditions. The said laws and policy clearly state that there is no room for such offenses and no compensation in this regard.

The committed offense is itself immoral and illegal in its entirety. The gravity of the offense keeps no space for compensation, compromise, and accommodation.

Having all this said, I plea to take strict disciplinary actions against Mrs. Lawrence with reference to the justifications mentioned above. This offense is exponentially undesirable and impermissible.

Please write to me for any further at [email]. I thank you in anticipation for considering my explanation for disciplinary actions against Mrs. Emilia Lawrence.

Regards

Stewart Hill   
The Manager, Human Resources  
I-Zmeck Media and Advertising Agency  
G-30, Sector G-II, G-2, Bakersfield  
CA, USA