[Company Name]

To

[The Recipient Name]

**Re. Explanation and Vindication of the Disciplinary Actions against Mr. Max Star Referring to the Order no. 1709-D Operating the Mentioned Demotion**

Dear Sir,

I am drafting this letter to vindicate and explain the disciplinary actions taken against Mr. Max Star, Assistant Video Graphic Designer. I am writing to bring your focus to the very important matter of demoting him on the account of chronic carelessness, absenteeism, and misconduct. The served letter shall highlight the reasons behind order no. 1709-D which asserts the demotion of Mr. Max Star from Assistant Video Graphic Designer to General Assistant in the Department of Planning and Development.

I hereby state the causes that led to the assertion of demotion of the mentioned. First, Mr. Star has been showing carelessness in the field of his department and therefore, lost several significant projects with unprofessional presentations and decentered visuals. This substantial ignorance of the field analysis and non-seriousness led to the company’s disgrace and considerable loss.

Mr. Max was seen absent chronically from the office without notifying Human Resources or any other member from the management that can validate his leave(s) from the office. On notifying to withhold the chronic absenteeism and carelessness, Mr. Star answered rudely and refused to rejoin and answer the notification. Star was provided with two warnings verbally and one reprimanding notice which went noticing no improvement.

All the above-given details can be inspected in the scrutiny cited in the bi-monthly report of the Department of Designing and Visual Analogues. In the wake of all these details, I, being the supervisor of the Management and Data Analysis, assert the coded disciplinary actions against Mr. Max Star stated in the Company Law 1908 and Private Company and Employment Act 2010 (Dunster & Lockhart Group of Videography and Visual Analogy).

For more, please contact me via email at [email]. I thank you in anticipation for considering my letter and reviewing the details mentioned as valid.

Regards

Gabriel Stark  
General Manager  
Dunster & Lockhart Group of Videography and Visual Analogy  
50-Y Y block, N Street Apollo, San Diego  
CA, USA