Date:

Name of the employee

Address

Designation of the employee in the company

**Subject: salary deduction letter because of negligence**

I am writing this letter to inform you about the company’s decision to deduct your salary. Unfortunately, the company was forced to take that decision because of the negligence from the work you have been showing for the past many months.

You have been so careless in your work and the company has sent you many verbal and written warnings. Last time, you were told that if you did not correct yourself, the company will make a deduction from your salary.

We have to pay Mr. ABC who was appointed at your place when you were absent and not attending our phone call.

A company usually appreciates its employees upon showing good performance. Similarly, it also discourages the unprofessional behavior of the employee by taking disciplinary actions against him.

Please try to make sure that this sort of situation does not happen again. I hope that now you will work as per the policies of the company.

Regards,

Name of the employer

Signatures