Date:

**Re. Salary Deduction Notification**

Dear Abel,

We are writing this to inform salary deduction from your basic salary for the month of June 20XX. An amount of USD 428 shall be deducted from your salary on the account of unexpected negligence countered at your end. The company has been catered with considerable loss and credit deficit because of your negligence; hence this decision has been made by the recent meeting of the Board of Governors to review the performance of the employees for the month of May-June 20XX.

The review report explores multiple elements of negligence from the Research team that caused the company to lose membership to the G-9 Visionary Annual Meeting. The loss is so huge that it cannot be retrieved; hence the head of the BoG meeting has decided to not terminate the Research Team Head. Instead of terminating, the BoG head has decided to deduct an amount of 7.9% from the basic salary of the employee.

They have also mentioned that any further negligence of this sort, pertaining to any department, shall result in termination only. It is directed to you to meet the Project Manager, Mrs. Emily, on 17th June 20XX at 15:00 in her office at L-2 and contact the accounts department to enquire anything about the deducted amount.

Thank you.

Regards

Kale Oliver  
General Manager  
Department of Administration and DPA  
Huntington Hap Hastings Organization (H3O)  
59-B G-10 Edward Street, Ripple Ave, San Diego  
CA, USA