Date:

**To: Staff of Marketing department**

**Subject: No promotion due to discipline violation**

Respected staff members,

It has been brought to my notice that the marketing department of the company is having serious disciplinary issues. On 5th September, there was a clash between two employees due to which, lots of customers have to wait in the long queue can face inconvenience. Therefore, the company has decided to not promote any of the staff members from the marketing department this year. I am very disappointed due to this non-professional behavior and therefore, was compelled to take this tough decision.

As per the policy of the company, the staff cannot be advanced to the higher post if it does not meet the expectations of the company in terms of showing good conduct. The company can reconsider the decision if the staff shows any improvement in the discipline.

If you have any questions regarding your promotion or the disciplinary action, talk to my assistant Mr. ABC.

Regards,

Name of the employer

Signatures