[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: [Subject line]

To

[The Recipient]

Dear Harry,

I have gone through your explanation letter for the show cause letter that was sent to you for your negligence. I am glad to read that you have reckoned with your mistakes and have a plan to exhibit progress both in your performance and conduct at the company.

Employees grow only with constructive mannerisms and the ability to appreciate the opportunities they have. Seeing your dedication to correct your behavior, we are happy to announce that no disciplinary course of action shall be taken against you. You will not be penalized in any way. Nevertheless, it is intimidated to you that repeating any past behavior or perpetrating any action against the company policies shall lead to termination effective immediately. You will not be called for any explanation or justification of your action again.

We hope to not confront such an unfortunate event again and wish you good luck with your job.

Sincerely,

XYZ,

HR