**Date:**

**To**

**[The Recipient]  
[Designation]  
[Company Name]**

**Re. Notification of Salary Deduction Referring to Uninformed Absence for One Week**

Dear Sir,

This letter serves as a notification letter.

With reference to the above-mentioned subject, the management intends to deduce an amount of 5% from your salary for the month of June. The purpose of deducing the salary is to reprimand your uninformed absence from 5th June 20XX to 10th June 20XX. The other purpose is to implement the uninformed absence reprimand policy of the company to set a pattern and rule for other employees who will abstain from doing so in case.

It is informed to the Human Resource Department from your immediate supervisor that you remained absent from the office without informing your supervisor through any medium. Our company has set some rules and principles on which the working skeleton of the company stands. Those rules and principles include endorsing and entailing the punctuality of the workers. In case of unavoidable circumstances, the worker is required to inform the reason for the absence. In case of not uninformed absence, the worker can inform the office on the next day.

In this case, the excuse that you presented to the administration on the account of uninformed absence does not meet the required measure for remaining absent from work for one week. While being absent because of unavoidable situations, you are required to inform the office of Human Resource Management. To reprimand, you have to bear the deduction of 5% from your gross salary for the month of June only. For more, you can contact the accounts department or email at [EMAIL].

Thank you.

Regards

Oliver Smith  
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Holistic Technopathy Group  
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San Diego, CA, USA