**Date:**

**To**

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

**Re. Salary Deduction on Uninformed Absence**

Dear Noah,

This letter is written to inform you that your uninformed absence from the office from 3rd June 2021 to 5th June 2021 has charged you with a certain deduction in your salary for the month of July 2021. This letter serves as a reprimand notification for not meeting the rules and regulations for working in the office. There is a set of rules for every employee and a method for getting leave from the work.

The appropriate method of getting leave from work is to send an email or a letter to the Human Resource Management including all the details and reasons behind the absence. In the report, it is told that you remained absent for a long time i.e., three days without informing. During this, you did not pick any of the calls from the office and did not respond to any of the emails.

On 5th June 20XX, we had a meeting with Arab clients on our IT project in the hotel located in Dubai. The clients were invited by the Management with the consent of all the project management team, but you remained absent that day too. Mr. Noah, you possess an important designation in the company and hence your carefree attitude towards these responsibilities imparts grave results on the project management.

We expect that being a senior project manager, you should have a firm, serious, and highly committed, and professional attitude towards your work. The details of the deduction in the salary can be taken from the accounts department. We hope this shall not repeat in the future but if it repeats it can cost you in loss of privileges, demotion, or other reprimanding rejoinders. Thank you.

Regards

Jessica Hobart  
Assistant Manager  
Y-11, 118th Street, Recaptia Residentia  
San Diego, CA, USA