To,

Ms. Selina D’Costa  
Deputy Superintendent Police  
6th Avenue near Parkinson Lake  
New York City

1st August, 20XX

Dear Ms. D’Costa,

This letter is written to you to summon you to the 6th Avenue Police Station on Tuesday, 23rd July 20XX. This summons has been issued to you because of your recent irresponsible behavior at work. Recently you had been granted leave for the previous weekend where you stated the illness of your child as the reason behind the leave. Since then, you have not reached out to the authorities for any updates on your whereabouts or to request an increase in your leave which proves your irresponsible behavior towards your job. This is unacceptable for a police officer to exhibit while being a part of the most efficient police in the world.

The DCP held a meeting of all the police officers of New York City and each branch head had to report directly to him by providing him with the latest security updates. I faced issues in gathering all that information alone as it was your job to keep me updated on daily basis regarding the security of our area. It was an embarrassing moment for our branch officers as I had to tell him about your uninformed and unexpected leave. You already have been issued with two warnings at the start of this year no matter what your reasons were.

This is the last and final warning to you for such negligence and irresponsible attitude. You are summoned to the police station within the next 48 hours after which your matter would be forwarded to the police headquarters, and no one would be able to help you with retaining your job anymore. I hope you will sense the gravity of the matter and comply respectively. Good luck!

Yours sincerely,

Henry Roberts  
Senior Superintendent Police  
6th Avenue, Harley Street  
New York Police Station