**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Salary Hold for Mr. [NAME] in the Case no. [xx/xx] of the Company**

Dear Mr./Mrs./Ms. [NAME],

This letter serves as a salary hold notification for the bank. The bank is requested to hold the salary of [NAME] on the account of case no. [xxx/xx] justifies in the below-given explanation. The salary would be payable pending amount and shall be kept withheld until further notification by the company. Moreover, all the other dealings of the bank with the negligent reminiscing the company’s rules, Mr. [NAME], can proceed on an ordinary basis.

There are certain bars for which an employee is precluded otherwise strict actions can be taken. Mr. [NAME] has been part of a union errant and deviant in nature in various ways. Many of the particulars of the union are not describable, that is why, to keep the brevity of the notice, the reason has been revealed.

Employee Regularization Ordinance (ERO) principally under the Company Act 1960 clearly states that an employee is not permitted to contribute in any of the activities of the unions like the one mentioned. Moreover, any alliance to the violent groups or rebellious powers shall result in reprimand and further, in an ultimate notice of termination from the company that can be immediately effective.

The salary hold is a kind of punitive action that the company has taken to reprimand the defiant action done by [NAME]. Hence, all the other transactions can proceed without any halt. In case of any query, please write to me at [EMAIL]. Thanks.

Regards

[NAME]  
[DESIGNATION]  
[COMPANY]