**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Salary Hold Letter**

Dear [NAME],

The letter is regarding holding the salary of Mr. [NAME] who has been excessively careless, negligent, and absent from the work. The decision has been taken by the [BODY OF DECISION MAKING].

Often this practice is not exercised by the [COMPANY] but the people who are not showing up regularly and have been dishonest with the work need some practical reprimand. [NAME] has been very late at work frequently and has been excessively absent from the office without informing any of the supervising authorities. Moreover, he pays no heed to any of the written notification or verbal reprimands as he keeps on the same tack.

To take punitive measures and give a practical reprimand, the [DECISION-MAKING BODY] decided to hold his salary for one month. He will be paid his salary after one and half months of the date of payment. No reductions have been ordered in the salary yet, but you will be informed in case of any alteration in the decision. However, all other transactions should be made on time accordingly without bearing any influence of this refraction.

In case of any assertion from the accused, you are requested to relay him to the company. In case of any query, I will be glad to respond to you. You can write to me at [EMAIL] or call the [ANOTHER DESIGNATION IN CHARGE] at [PHONE]. Thank you.

Regards

[NAME]  
[DESIGNATION]  
[COMPANY]