**Date: [DATE]**

**To**

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

Dear All,

I have recently found out that some of our employees are coming to work late on a regular basis. After making an inquiry about the demeanor of the concerned workers, I was disappointed to realize that neither the HR manager was informed of this, nor any prior approval was taken. This negligent behavior is not appreciated in the company and there also is no room for leniency in this regard.

As you all already are well acquainted, the company policies regarding discipline and punctuality are quite strict. All the employees will be scrutinized for not abiding by our protocols. A lack of adherence to the disciplinary measures of the company is considered grave misconduct.

In case of an emergency, the employees are expected to bring it to HR’s knowledge and get formal approval for the leave. If the nature of your leave is not urgent, you are required to stick to the protocols and apply prior to the day. HR shall grant you a day off after reviewing your application.

Any worker not adhering to these rules in any capacity shall be fined a hefty amount and a deliberate repetition shall lead to direct extermination without written notice. We will appreciate your cooperation and patience and expect to see discipline from now onwards.

Should you have any queries or questions, please visit my office during official work hours.

Sincerely,

HR Manager.

Joe Nickel