To,

Mr. Richard Matheson  
Personal Assistant Finance Manager  
Stephen’s Cash & Cary  
Scotland, UK

Dear Ms. Matheson,

It is stated that you have received this letter to inform you about the disciplinary action taken against you for not following instructions in the past four months.

You have been hired approximately a year ago as a personal assistant to the Finance Manager of Stephen’s Cash & Carry in Scotland’s branch. Out of the 30 skilled and sharp candidates who got interviewed and considered for the job, you managed to get the position. The decision was made considering the spark and honesty in your conduct. The initial half year went perfectly well and you did your duties exactly as you were directed and expected to do.

However, it was noted that there was some chicanery going on in the finance department when I, being the co-owner of the mart, tried to tally the balance sheets.

Mr. Darwin who is the finance manager of whom you are the assistant is my project collaborator. He has a habit to share all the balance sheets side by side, which I recheck for the sake of clarity of financial matters. I clearly remember the profits to be way more than that which are being shown in the balance sheets right now of the current half month. Clearly, you have been messing up with the documents which is a most inconsiderate and unsatisfactory act to be spared.

This would make it almost impossible for the mart owners (including myself) to recover the investments and gain profits. By going against the basic instruction i.e. being honest, you have not only deceived your bosses but have also set a wrong example for your colleagues and juniors working in the mart.

Hence, the owners and the recruitment department have decided to take disciplinary action against you by giving you the sack. Stephen’s Cash & Carry no longer needs your services from now on, clearing all your remaining balance and pending payments for the going month.

We could have simply involved the police in this matter but the owners do not want the mart to be dragged into any legal complexities. We hope that you do not repeat the same ignorant behavior in your next job. Good luck!

Regards,

Sharon Kingfisher  
Co-owner Stephen’s Cash & Carry