To,

Ms. Sandra Jones  
Personal Assistant CEO  
LG UK Ltd.  
7th Avenue, Main Boulevard, Wales

Dear Ms. Jones,

It is being stated this letter aims to point out the disciplinary issues and lack of responsibility you have been showing in the office recently. The management has decided to take disciplinary action for the sort of irresponsible behavior you have been exhibiting.

You were hired as a personal assistant to the chief executive officer of LG office Wales, Mr. Justin Adams. There were other skilled candidates who had applied and been interviewed for the post. However, amongst all those skilled and able candidates you got the chance to ace the post due to your apparent enthusiasm and interest in the job. The company expected you to fulfill all the required duties that are part of an assistant’s job.

In the first 6 months of your service in the office, the track record of your performance went top-notch. However, for the last three months, Mr. Adams has been noticing problems with your attitude toward your duties. Somehow you do not seem to be mentally present and fully attentive during working hours which has served to be the root cause of the blunders made.

Firstly, the most important delegation was to be received via a meeting with American clients that you skipped. Then after the meeting was finally fixed, you did not care to inform about it to Mr. Adams and he had planned a day off which would not have been done if he was communicated the exact date of the meeting.

Now he has to cancel his personal and planned commitments. This simply caused him inconvenience and could have proved to be devastating for the delegation and the consignment. Many times you are also seen reaching half an hour late than Mr. Adams himself in the office which is simply intolerable for the company.

Therefore, the management has decided to take disciplinary action against you by keeping you on a probation period of a week. Meanwhile, if you are found with the same or any other disciplinary issues, I’m afraid that you will not be given another chance and would be fired from the post.

I hope that you take this warning seriously and act upon all the instructions provided to you, causing benefit to the company’s CEO. Good luck!

Yours sincerely,

Henry Dickens  
Top Management Coordinator, LG UK.