

ABC Industries Pvt. Ltd.

Human Resources Department

123 Business Ave, City Name

Email: hr@abcindustries.com

Phone: (123) 456-7890

Date: 14 June 2024

To,

Mr. John Doe

Marketing Executive

Employee ID: 00872

Subject: Deduction of Salary Due to Medical Leave

Dear Mr. Doe,

This is to inform you that your medical leave from 3 June 2024 to 7 June 2024 has been reviewed as per the company's leave policy.

As you have exhausted your entitled paid sick leaves for this year, the mentioned leave period is being considered as unpaid. Accordingly, the equivalent number of days' salary will be deducted for the month of June 2024.

Kindly contact the HR department in case of any queries regarding this deduction.

We appreciate your understanding and cooperation.

Sincerely,

Priya Sharma

HR Manager

ABC Industries Pvt. Ltd.

Important Notes:

- This letter formally communicates deductions due to unpaid medical leave as per company policy.
- Always attach medical certificates or supporting documents with leave applications.
- The contents should be accurate and reviewed by HR before issuing.
- Keep a copy of the letter in the employee's personal file for record.
- Refer to company policy for applicable leave and deduction terms.