

[Your Company Name]

[Company Address]

[City, State, ZIP]

Date: [Insert Date]

Ref: [Employee ID/Letter Reference]

To,

[Employee Name]

[Employee Designation/Department]

[Employee Address - Optional]

Subject: Penalty Deduction Due to Misconduct

Dear [Employee Name],

This is to inform you that it has been observed that on [mention date(s)], you were found to be involved in misconduct, specifically [mention the nature of misconduct briefly]. As per the company policy and code of conduct, such actions are subject to disciplinary action, including monetary penalty.

After a thorough inquiry and review, it has been decided to impose a penalty deduction of [mention amount or percentage] from your salary for the month of [mention month]. The detailed reason for this action has already been communicated to you during the inquiry process.

You are hereby requested to take this letter as the official intimation of the said deduction. Please ensure strict adherence to company policies going forward, as recurrence of similar behavior may invite more severe disciplinary actions.

For any clarification, you may contact the HR department.

Regards,

[Authorized Person's Name]

[Designation]

[Department]

Important Notes:

- This letter serves as an official document for salary deduction due to misconduct as per company policy.
- Ensure all facts and evidence are thoroughly documented before issuing such a letter.
- Communicate clearly and transparently with the employee regarding the nature of misconduct and the basis for penalty.
- Confidentiality must be maintained throughout the process.
- Keep a copy of this letter in the employee's official personnel records.