

Warning-Based Payment Deduction Letter

Date: June 14, 2024

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Subject: Warning and Deduction of Payment for [Reason, e.g. Habitual Late Attendance]

Dear [Employee Name],

This is to formally notify you that, as per company policy and following previous warnings, a deduction will be made from your salary for the month of [Month/Year]. This step has become necessary due to:

- [Specific violation - e.g. repeated late arrivals despite verbal and written warnings]

As communicated earlier, the company maintains strict compliance with its code of conduct. Your record shows that corrective measures were advised but improvements have not been noticed within the stipulated period. As a result, the following deduction will apply:

Deduction Amount: \$[Amount]

Reason: [Brief description of grounds for deduction]

Period Covered: [Relevant dates]

You are reminded that further non-compliance may result in more severe disciplinary actions, including suspension or termination.

If you believe this action is an error, or would like to provide an explanation, please contact the HR department within [number] working days of receiving this letter.

Regards,

[Authorized Personâ€™s Name]

[Designation]

[Company Name]

Important Notes:

- This letter serves as an official warning and notification of payment deduction.
- Employees have the right to appeal or explain their situation before deductions are finalized.
- Retention of such documents is necessary for record-keeping and future reference.
- All relevant company policies must be attached or referenced clearly in the communication.
- Consult your HR or legal team before issuing such letters.