

Date: 21 January 2020

**To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra
989876543**

Sub: Disciplinary Memo

Dear Mr. Shyam Modi,

This is to bring to your notice that we found a severe misconduct on your part as described below:

Management has taken a serious note of the same and hereby condemns the same and issues this memo to warn you regarding the same.

Your action has aroused and also can arouse below mentioned consequences which are harmful to our reputation and business and lead us to monetary and other losses.

You are hereby asked to reply with a suitable clarification for such misconduct at your part along with an apology assuring us that such misconduct should never be repeated in future.

If any such misconduct is observed in future then we have to take severe action against you which may include your termination.

We anticipate your positive and constructive approach ahead.

**For,
ABC PQR Ltd,**

**Mr. S.K.Venkatraman
The Deputy General Manager - H.R.
Department**