

LETTER OF REPRIMAND

Date - _____

To,

Sub: Letter of Reprimand.

Sir,

You have been working with us in the position of _____ since _____.

We have come to know that you were driving a car bearing Registration No. _____ on _____ and that you were chargesheeted by the Police for driving while under the influence of alcohol to which you have voluntarily pleaded guilty in Court and have been convicted therefore. This is a grave offence and the Company has taken a serious view of the same. The Company expects its personnel to never break any laws. The offence for which you have been convicted is one that involves moral turpitude, and also amounts to a breach of the discipline which is expected from an employee of the Company.

However, on humanitarian grounds the Company has decided not to take any further action against you at this time on this matter. Kindly note that the Company reserves the right to take appropriate action against you should you be involved in any such incident in the future.

Yours truly,