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A letter of warning to be issued to an employee who has been guilty of grave and serious misconduct which has been proved against him but a lenient view is being taken by the management

To

.....

.....

Further to the charge-sheet dated.....issued to you, an enquiry was held by.....
(Name of the Enquiry Officer)

From the proceedings of the enquiry and the findings of the Enquiry Officer, we have come to the conclusion that the charge(s) as levelled against you has/have been proved conclusively against you.

Since you have been guilty of gross misconduct/misconducts which have been proved against you, the Management would have been justified in dismissing you from service. However, keeping in view your long service with the company/your past service record being unblemished, the management has decided to take a lenient view and not to inflict upon you a severe punishment and lets you off with a warning. In case, you will be found guilty of misconduct/misconducts of a similar nature again, or will act in any way prejudicial to the interest of discipline, a severe disciplinary action will be taken against you.

Authorised Signatory

