

Appendix C — Sample No. 1

Department of External Affairs



Ministère des Affaires extérieures

Canada

OTTAWA, K1A 0G2

March 17, 1976

Mr. John Doe,
Department of External Affairs,
Ottawa, Ontario.

Dear Mr. Doe:

This letter is to inform you that your unauthorized absences from the work area have been viewed as a serious breach of departmental regulations. As I informed you in our previous meeting of January 12, 1976, your unauthorized absences from the work area delay and disrupt the work of others, and cannot be tolerated.

Henceforth, you will be expected to remain in the work area unless specifically authorized to leave.

I must warn you that any further infractions may lead to more severe disciplinary actions.

Yours truly,

(copies only)

Date Received

John Doe