**ORDER OF IMPOSING FINE AS A PUNISHMENT**

To

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is in continuance to the charge-sheeted issued to you on (date). As a result of the enquiry held against those charges, the management has proved it to be correct.

According to the seriousness of the act committed, an employee is normally dismissed from service with immediate effect. However, considering it to be your first time, the management has decided to go easy on you. We have decided to give you one final chance for improvement. We are letting you off easy by imposing a fine of Rs. (amount) upon you as penalty to the damage caused.

Manager/ Competent Authority

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C.C: The Accounts Dept