**Employee Query Letter Sample**

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| [Name of the sender]  [HR of the respective company]  To,  [Name of addressee]  **Subject: Letter of Query to Team**  Respected sir/madam,  I [mention your name], the HR manager for this company, wanted to know about the problem with [mention team lead name]. The manager informed me that your teamwork is not in the proper place, and many team members are not working sincerely.  [Mention the issues you are facing with the team]. This letter is addressed to the team leader and contains instructions on how to properly maintain and motivate your team. This is a violation of the company's rules and regulations.  [Advice the manager to adhere to the rules].  I hope that from now on, all team members will work properly and follow all of the company's rules and regulations. And I'm hoping that none of the employees will complain after this.  If you have any further questions, please contact me at [mention phone number] or via email at [mention email address].  Sincerely,  [Sender Name] |

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| Akshesh Mishra  HR of XYZ Solutions Pvt. Ltd.  To,  Mrigank Patel  **Subject: Letter of Query to Team**  Respected sir/madam,  I Akshesh Mishra, the HR manager for this company, wanted to know about the problem with you and your team. The manager informed me that your teamwork is not in the proper place, and many team members are not working sincerely.  Many members arrive late at the office. And your team has frequently failed to submit their work by the deadline. This letter is addressed to the team leader and contains instructions on how to properly maintain and motivate your team. This is a violation of the company's rules and regulations.  Coming to the office at the specified time is a basic requirement for every employee that should be met by every member of this company.  I hope that from now on, all team members will work properly and follow all of the company's rules and regulations. And I'm hoping that none of the employees will complain after this.  If you have any further questions, please contact me at +91-9182736450 or via email at akshesh@xyzsolutions.com.  Sincerely,  Akshesh Patel |

**Format 1**

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| [Name of the sender]  [Designation of the sender]  [Name of the department]  [Name of the company]  [Mention street address of company]  [Mention state, city, and zip code]  [Mention company’s mail address]  [Date]  To,  [Name of the recipient]  [Designation of the recipient]  [Name of the department]  [Name of the company]  **Subject: Query Letter to Employee**  Dear [Name of the recipient]  I (mention your name) am writing this letter as the Manager of the department of (mention the details) of the company (mention the name and details of the company) to get the information about the issue regarding the employee (mention the name of the person) of our department on the day of ().  I received the news about the problem regarding the employee’s misconduct mentioned earlier.  As per the rules and regulations of our company, all employees should be careful in following the company’s rules. Any kind of misbehavior should be handled with strict supervision.  Therefore, through this letter, I want to know in detail about the entire incident of the day mentioned earlier and instruct you, as the team leader of the department of [department name], to take the necessary steps regarding this.  Hope you will give us the proper information and continue to do the work you have to do in order to maintain the discipline of our company.  With regards,  [Name of the sender]  [Signature of the sender] |

**Format 2 - Query Letter for Misbehavior with Staff**

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| [Date]  [Your Name]  [Designation],  [Company name]  [Employee’s Name],  [Designation],  [Company Name].  Subject: Query Letter to Employee  Dear [Employee’s Name],  This letter is issued to you as [mention the reason, for example, it has been reported against you that you have misbehaved with the lower staff members]. [Mention additional issues if any, for example, You have also been negligent towards the specific duties assigned to you. This action of yours has shown carelessness and irresponsibility].  The Management wants you to put in writing, the reasons for your misconduct with your explanation. If you will be unable to explain, then further strict actions would be taken, which may influence your job.  In case of any queries, e-mail at the address given below.  Sincerely,  Management.  Email:\_\_\_\_\_\_\_\_\_\_\_  Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Format 3 - Email Template for Query Letter to Employee**

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| To: recipient’s email address  From: sender’s email address  Subject - Query regarding \_\_\_    Hello \_\_\_\_,    I am writing this letter to ask you a query regarding \_\_ .    Please share the concerned details regarding the same. Please mention the \_\_\_ and the \_\_.    Thank you for your time.    Regards, |