Query Letter - sample (Nigeria)

QUERY

[EMPLOYER'S BUSINESS NAME]

[Business address, Lagos]

[14 November 2026]

To: [Employee's full name], [Sales Assistant]

RE: QUERY

Dear [Employee's first name],

It has been reported that [you resumed work at 9:40am on Monday 10 November and 10:05am on Wednesday 12 November 2026 without prior notice or permission, leaving the shop unopened past the 8:00am resumption time] (date(s): [10 and 12 November 2026]), which, if established, is contrary to the terms of your employment and company policy.

You are required to explain in writing why disciplinary action should not be taken against you in respect of the above, and to submit your explanation to the undersigned on or before [Monday 17 November 2026].

Your explanation will be considered before any decision is taken. Failure to respond within the time given may result in a decision being taken on the information available, in accordance with your employment contract and applicable labour laws.

Yours faithfully,

_____

[Manager's name, title] - for [Employer's business name] - signature & date

_____

[Employee's full name] - received - signature & date

ACKNOWLEDGEMENT: I, [Employee's full name], acknowledge receipt of this query. Receipt does not indicate agreement with its contents.