To Visakhapatnam

Mr A Ranganadh, Date: 05-08-23017

Employee Id: 0156,

Designation: Executive,

Department: Distribution.

Sub: Warning Letter

It has been observed that you are taking continuous leaves without prior intimation of concerned authorities of your department. Company observed that even after repeated verbal warnings also you are not changing your behavior.

Absenting to duties without prior intimation will be come under misconduct & negligence of employee. We need a proper explanation about this from your side, otherwise we would be left with no choice but to suspend you from work if this un ethical behavior continues.

We expect you to rectify this unethical behavior and observe good conduct from here on.

Regards,

G Udya Bhaksar,

HR Manager,

ABC Company Ltd.