To, Date:

Ch Hareesh Kumar,

Employee ID: 123456,

Designation: Production Executive,

Department: Production.

Sub : Formal Warning Letter

Dear Satish Kumar,

This letter is an official notice regarding your regular absenteeism to your duties in last 3 months, We have received a complaint that you haven’t intimated to your superiors and subordinates regarding your absence, it will be treated as violating company rules and regulations.

This kind of behavior of yours resembles the complete irresponsibility and treat this letter as a final warning letter. Since you have taken leave without intimation to your supervisors you need to submit a written explanation about un authorized absenteeism.

Kindly treat this matter with all the urgency and a copy of this letter will be kept in office records for future reference.

For ABC Company Pvt Ltd,

Authorized Signatory.