To: Name of the employee Date:

Employee Id:

From: The Manager, ABC Foundation

 Sub: Regarding Unauthorized Absenteeism On\_\_\_\_\_\_\_\_

 This is to inform that you have been taking leaves without any prior intimation to your superior officers. Recently on \_\_\_\_\_\_\_\_you have taken leave without any intimation. This will come under in disciplinary action as per company attendance policy. Hence the leave has been taken without intimation so no leave will be marked for that day. And consider this is a last warning and any further actions like this leads to strict actions including dismissal.

For the Authorized Signatory,

The ABC Foundation.