To

Employee Name,

Employee ID,

Designation,

Department.

Sub: Warning letter

It has been reported against you that you have taken un authorized leave on **16/05/2020** without taking any approval from your head of the department.

Unauthorized absence will come under a serious misconduct and the organization will not permit such behaviour from employees.

Treat this is as a final warning and submit a written explanation about this issue within 48 hours after receiving this letter.

Strict action will be taken on you if you fail to submit the written explanation.

For the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory.

For The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory