To Date:
Employee name,
Employee ID,
Designation,
Department.

Sub: Warning Letter for misconduct.

Dear Mr./Ms. **[Employee name]**,

It has been observed that you are continuously absent from the work without intimation. It shows your carelessness towards the work.

Absenting to duties without intimation will become under misconduct & negligence. You need to give a proper explanation about this. We expect you to rectify this unethical behavior and be responsible for the work from here on.

Otherwise, we would be left with no choice but to suspend you from work. You need to submit your written explanation as soon as possible after receiving this letter.

Sincerely,
Officer name,
Designation.