***DD/MM/ YYYY***

***First and Last Name***

***Employee Id***

***Designation***

***Location***

**Sub- Warning Letter**

Dear “***Name”***

You have been absent from work on regular basis without providing any notification or reason for your absence. As you are aware, you are required to notify us of your inability to attend work prior to the commencement of your shift.

Such a behavior of taking unauthorized leaves and not reachable on phone is considered negligence on your part. If such an act is repeated in the future then the company will be forced to take action against you.

We request you to kindly submit a letter explaining your action as soon as you receive this letter.

Thanking you,

Sincerely,
***Authorized Signatory***

***Name***

***Job Title/ Designation***