

<Name of Employer>
<Name of Business or Organization>
< City, State, Country, Zip Code>

<DATE>

<Employee Name>

<Designation of Employee>

<Employee Address>

Subject: Formal Warning Letter

Dear <Employee Name>

The concerned authorities have noticed that you have been taking leave from your work without getting or requesting permission in advance from your superior on <Date 1>, <Date 2>, and <Date 3>. Your endeavor has been considered as an indication of gross negligence of your responsibilities as a customer care executive.

If you continue to be absent from your work without prior approval, your behavior will be regarded as irresponsible and you can be subjected to disciplinary action. The management hereby warns you not to pursue such irresponsible behavior in the future.

As you have not been absent without permission in the past, I would request you to send a written explanation mentioning why you decided to opt for such unauthorized leaves. Your explanation should reach within 7 working days of getting this letter.

We will be putting a copy of the letter in your official personnel file. Please consider this as an urgent issue.

Regards,

<Employer Signature>
<Printed Employer Name>
<Business or Organization Name>