

*Dear John Mark*

*It has come to our attention that you have been violating the absentee rules of the organization of late. You are aware that our company has laid down a set of rules, which should be followed by all employees when they are absent from the job. Your attendance has not been up to the mark lately.*

*It is something we should sort out immediately. We have been intimated by the management that you have not come to the office on 3 of the 7 days in the same month. You were supposed to be at the workplace on those three days. However, you did not come to work without even informing your superior or HR.*

*You cannot continue violating the company rules while working with the organization. We are concerned that you are not interested to work for us any longer or may quit soon.*

*We expect you to be more diligent in the future, be present if you are scheduled to be present, and be punctual. In case there is an emergency for which you have to be absent or need some time off, you should fill out the necessary formal documentation. You were told about this rule immediately after you joined and the same is also mentioned in your employee handbook.*

*If you continue exhibiting the same kind of behavior going forward, we will be forced to take sterner action against you and you could be also terminated as well. Additionally, if any other organization contacts us to check on your status of employment or give a reference, we will not hesitate to tell them the reason for your termination.*

*We would like you to get back to work as early as possible.*

*Ronald Brown*