Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Insert Job Title]

Subject: Warning Letter for Unauthorized Leave of Absence

Dear [Employee Name],

This letter serves as a formal warning regarding your unauthorized absence from work starting from [Start Date] to [End Date/Present].

According to our records, you failed to report for duty and did not follow the company's established procedures for requesting leave or notifying your supervisor. Specifically, [mention any failed attempts to contact the employee or lack of documentation].

Your absence without prior approval or notification is a violation of the company's attendance policy and has caused a disruption in our operations. Reliable attendance is a fundamental requirement of your employment.

You are required to report to work immediately upon receipt of this letter. Furthermore, you must provide a written explanation or valid documentation (such as a medical certificate) to justify your absence by [Insert Deadline Date].

Please be advised that further instances of unauthorized leave or failure to follow attendance protocols will lead to more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and understand the consequences of future unauthorized absences.

_____
Employee Signature