

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Letter of Disciplinary Action for Unauthorized Leave

Dear [Employee Name],

This letter serves as formal notification of disciplinary action regarding your unauthorized absence from work. It has been noted that you were absent from your duties on the following date(s): [Insert Dates], without prior approval or notification to your supervisor.

According to our company policy, all absences must be reported and approved in accordance with the procedures outlined in the Employee Handbook. Your failure to report for work and failure to follow the proper notification process is considered a violation of company policy and a breach of your employment obligations.

Specifically, the following details apply to this action:

- **Nature of Infraction:** Unauthorized Leave / Job Abandonment.
- **Previous Warnings:** [Mention any verbal or written warnings, or state "None"].
- **Impact:** Your absence caused [mention impact, e.g., operational delays, increased workload for the team].

As a result of this infraction, the following disciplinary measure is being taken: [Insert Action, e.g., Written Warning, Suspension without pay for X days, etc.].

Please be advised that immediate improvement in your attendance and adherence to leave procedures is required. Further instances of unauthorized absence or failure to follow company protocol may result in more severe disciplinary action, up to and including termination of employment.

We value your contributions to the team and hope that this matter can be resolved through your future compliance with company policies. You are encouraged to discuss any personal circumstances affecting your attendance with [Insert Name/Department].

Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents.

Signature: _____ Date: _____