

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Formal Disciplinary Action and Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your recent unauthorized leave from work on [Date(s) of Absence]. It has been noted that you were absent without prior approval or notification, which is a violation of our company attendance policy.

Due to the impact your absence has had on team productivity and operations, you are being placed on a Performance Improvement Plan (PIP) effective immediately. This plan will remain in effect until [End Date of PIP Period].

Required Improvements:

- Adhere to the company's official leave request procedure for all future absences.
- Ensure all leave requests are submitted at least [Number] days in advance for approval.
- In case of emergency, contact [Manager Name] via [Phone/Email] no later than [Time] on the day of absence.
- Maintain perfect attendance and punctuality for the duration of this PIP.

Monitoring and Feedback:

We will meet on a [Weekly/Bi-weekly] basis to review your attendance records. Failure to comply with the terms of this PIP or any further instances of unauthorized leave may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

[Manager Signature]

[Manager Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this Performance Improvement Plan and understand the requirements for improvement.

Signature: _____ Date: _____