Date: [Insert Date]

To: [Employee Name]
Address: [Employee Address]

Subject: Warning Regarding Failure to Return to Work

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to return to work. Following your approved leave period which ended on [Leave End Date], you were expected to report for your scheduled shift on [Expected Return Date].

To date, you have not reported for work, nor have you contacted the company to provide a reason for your absence or to request an extension of your leave. Our records indicate the following attempts were made to contact you:

- [Date/Time] - [Method of contact, e.g., Phone Call/Email]
- [Date/Time] - [Method of contact, e.g., Phone Call/Email]

Unauthorized absence is a serious matter and a violation of company policy. You are required to contact [Manager Name] at [Phone Number/Email] by [Deadline Date and Time] to explain your absence and confirm your intent to return to your position.

Failure to respond to this letter or return to work by [Final Return Date] may be interpreted as job abandonment. This could lead to further disciplinary action, up to and including the termination of your employment.

We look forward to hearing from you immediately.

Sincerely,

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