

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Notice of Unauthorized Leave of Absence**

Dear [Employee's Name],

This letter serves as a formal notification regarding your recent unauthorized leave of absence from work starting on [Insert Start Date] and ending on [Insert End Date]. Our records indicate that you did not provide prior notification or obtain approval for this leave.

As per our company policy, any absence from work that is not authorized can lead to disciplinary actions, which may include a warning or further consequences. We value your contributions to the team, and we encourage open communication regarding any absences.

Please contact your supervisor or the HR department by [Insert Response Deadline] to discuss this matter further and clarify the circumstances surrounding your absence.

We hope to resolve this issue promptly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]