

Employee Leave Misconduct Warning

Date: [Insert Date]

To: [Employee's Name]

Job Title: [Employee's Job Title]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent misconduct related to your leave of absence. We have documented instances where your leave was taken without proper notice or valid reasons, violating our company policy.

Specifically, on [Insert Dates] you failed to [describe the misconduct]. This has caused disruption to our team's workflow and affected overall productivity.

Please understand that ongoing violations of our leave policy may result in further disciplinary action, up to and including termination of employment. We encourage you to review the company policies outlined in the employee handbook to ensure compliance moving forward.

We value your contribution to the team and hope to see an improvement in your adherence to our policies. Should you have any questions or wish to discuss this matter further, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]