

Notice of Unauthorized Leave

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice regarding your unauthorized absence from work on [insert dates]. Our records indicate that you did not inform your supervisor or HR regarding the absence, which is contrary to our company policy.

We understand that unforeseen circumstances can occur; however, it is imperative that all employees follow the proper channels for reporting absences. Failure to do so not only disrupts workflow but may also have repercussions on your employment record.

Please be advised that further instances of unauthorized leave may lead to disciplinary action, up to and including termination of employment.

We encourage you to reach out to your supervisor or HR for any assistance regarding this matter. We hope to avoid any future occurrences.

Sincerely,

[Your Name]

[Your Position]

[Company Name]