

# Termination Warning for Unscheduled Leave Usage

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Subject: Termination Warning for Unscheduled Leave Usage

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent pattern of unscheduled leave usage. We have noticed that you have taken several days off without prior notice or a valid reason, which has significantly impacted your team's productivity and scheduling.

As per our company policy, all employees are required to notify their supervisors of any absences in a timely manner. Failure to comply with this policy can result in disciplinary action, including potential termination.

We urge you to take this matter seriously and to adhere to the attendance guidelines moving forward. Continued unscheduled leave may result in further disciplinary action, up to and including termination of your employment.

Should you have any concerns or if you need support regarding your attendance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]