

Unscheduled Leave Violation Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This notice serves to inform you that we have observed a violation regarding the company's leave policy. Specifically, you have taken unscheduled leave on [Insert Dates] without prior approval or notification.

According to our records, your absence has impacted your team's productivity and operations. We request that you provide an explanation for this unscheduled leave within [Specify Timeframe].

Please be aware that continued violations may result in further disciplinary action, up to and including termination of employment.

We appreciate your immediate attention to this matter and remind you of the importance of adhering to company policies.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]