To,

Julia Albert,

49-P, Second floor

Bolt’s Plaza

Michigan, USA.

**Subject**: **Warning letter due to excessive absents**

Dear Julia,

Yesterday, I received a call from your manager. I was extremely distressed and shocked to learn from him about your continuous absence from the office for the last 15 days without informing. I wondered for a while whether you have shown this non-professional behavior as it was sounding so unlike you. Your extreme negligence prompted me to write you this letter. I am still finding it difficult to understand your recent behavior especially keeping in view your good record at the company so far.

If you have been absent on medical grounds, it could be considered but the way you act is totally unbearable. You should have at least informed us if this was the reason. Maintaining continuous attendance in an official environment is an integral part of the job and you also know it very well. The company cannot bear the ‘white elephants’ for a long time. Our employees are precious assets of our company if they maintain good work and attendance record while staying with us. Any unethical activity renders them worthless as you did.

As far as I am concerned, I have every right to ask you about your attendance and performance. I would want you to consider this letter serious and the final warning from me being the CEO of this company.

At the same time, make sure not to repeat this kind of action in the future in order to avoid your removal from the office.

Yours affectionate,

Anderson.

08-04-2020