TO,

Anthony Robert,

43-S, Jackson Plaza

Fourth floor

Michigan, USA.

**Subject**: **Warning letter for availing excessive leaves.**

Dear Robert,

The reason why I am writing you this letter is your continuous absence from the office from 28-03-2020 to date. It was reported to me yesterday by your manager. I am, being the CEO of the company, hereby reminding you of the fact that you have already availed more than the allowed number of leaves during the last three months. You have also been warned before by your manager, but it looks like you did not pay any attention towards any verbal warning. Showing such non-professionalism at any workplace is not tolerable at all and it proves fatal most of the time. Such employees are usually liable to be removed from their jobs.

Being an employee of a reputable company, you must know this fact that even if you had an emergency, you were supposed to inform the management by using any prescribed channel. Your sudden absence from the office has rendered you suspicious in the eyes of top management and now you have put yourself at the brink of losing your job. In short, you have forced the management to take hard steps against you on account of violating the terms and conditions of the contract signed by you at the time of joining our company.

You are hereby advised to show some moral courage and report to the office as soon as possible with a reasonable explanation of your long absence. Moreover, consider this letter as a final warning from the company.

Sincerely,

Anderson

09-04-20XX