**[**Your Name**]**

September 13, 2018

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

Your team lead has bought to our attention that you have taken a leave without prior notice and leave approval on date (d/m/y). You can avail your leaves any time you want but for that it is very important to inform your lead so that he can review the work load and/or assign your tasks to another employee. Any leaves that are uninformed and unauthorized will not be applicable for paid leaves. Also, uninformed leaves are regarded as breach of employment laws.

You have been a diligent employee and we have always praised your work well. But discipline has been our major focus to maintain decorum at work. In case of an emergency, it is your duty to inform your line manager at your earliest. Employee absence has a direct effect on your performance and morale. We encourage every employee to speak to the HR or the team lead regarding any issues to reduce the employee absenteeism from work.

If you continue this behavior, we will have to consider some serious disciplinary action. We expect you to improve your behavior and carry on your responsibilities with due diligence.

Sincerely,

Your Name

Title