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

September 13, 2018

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

Our HR department has informed us about your unplanned leaves during the last three months. This trend of yours has been observed several times before as well. On talking to the HR department, we found out that you have been warned before to improve your behavior. But no change has been observed yet. So, considering your behavior, please take this as the last warning.

We can understand the fact that every employee can have problems and for that, you need to properly apply for a leave and wait for the leaves to be approved. Also, you need to provide us the medical certificates as a proof as per the company policy. Office requires constant attention and decorum. Your behavior will result in declined performance from your end. We want all our employees to follow the work ethics. This irresponsible behavior will not be tolerated anymore.

Please take this warning seriously and try to improve your behavior to avoid any further repercussions.

Sincerely,

Your Name

Title