Date

Name

Address

Dear Mr. James,

I am writing this letter to send you a warning against your unprofessional behavior of remaining absent for three days, without information or notification, from 23rd July 2019 till 25th July 2019.

The XYZ project was at the ending stage and had to be delivered at the end of July 2019. The whole team was focused on that project and was dedicating all the energies to it. You were well aware of the situation and the extent your manager needed you as an assistant at that time. Still, you disappeared for three days and did not even inform or take calls of anyone in the office. Even if there was some family emergency, you could have sent an email to your manager, but you did not.

Because of you, the project got delayed for two days, as some of the information was lying with you. This type of behavior is intolerable. You need to become responsible for your responsibilities if you want to continue working here. Else, we would be forced to terminate you.

We are issuing you a warning letter for now and hope no repetition of such behavior would occur. You also have to provide a written explanation of your absence without information to the HR department till 6th July 2019.

We hope to see a change. Contact at (contact) if you need any information.

Regards,

Sarah Wilson.