DATE [dd/mm/yyyy]

To,

Mr. XYZ,

[Department’s Name]

Subject: Warning letter regarding the excess of absence on working Mondays during the office

working hours.

Mr./Miss/Mrs. XYZ,

I am writing this letter to make you aware of your consistent absence from the office on Mondays being a matter of serious concern for the organization. It has been noted by the office manager and me on various occasions that you either did not show up at all or bunk the office around 11 in the morning on Mondays. What further fuels the fire is that you do so without any prior notice or leave application. Even if you don’t realize it, your careless attitude can be a cause of severe loss to the organization. Whatever might be the reason behind your absence, you must realize such an attitude cannot be tolerated on an organizational level.

It is, therefore, expected of you not to exhibit your further carelessness and start attending the office regularly.

Regards,

XYZ