Date

Dear Max,

Subject: Request of return to work

It has been 10-days since you came to work. You did not bother to acquaint your employer with your potential leaves. When I last spoke to you 7-days ago about your unnotified absentees from your work, you promised to show up in 2 days and you did not fulfill it.

As you are already aware of the company’s leave policies, you have a total of 10 paid leaves and 5 unpaid ones. Therefore, you are left with only 3-unpaid leaves now. Moreover, the company has a strict policy about taking leaves without informing the office. If you want to keep your status as an employee, please revert to the manager’s office by Monday.

In case you have a serious medical restriction, please adhere to the professional way of applying leaves with relevant documents attached to your specifications mentioned. We are open to changing your work schedule and position as per the availability.

If we do not hear back from you till Monday, we are afraid you will no longer serve as [employee’s designation] as your contract will be terminated.

Please feel free to contact me at [X] during office timings.

Sincerely,

Joe Paul,  
Director  
Company’s name

Signature