Date:

Name of the employee,  
Company’s name

Dear Mr. ABC,

It has been brought to my attention that you were absent from work from 13th November to 16th November without giving any prior notice or seeking prior permission to go on leave. You have also not informed the company as to why you remained absent for consecutive three days and did not inform anyone.

The company has no policy to tolerate or appreciate the workers who show non-professional behavior. You are required to provide the reason as o why you were absent and make sure that you inform me first before you go on leave next time.

Sincerely,

Name of the employer,

Signatures