WARNING LETTER FOR ABSENCE

To

Mr. John Eagle

Assistant Manager

Subject: Warning Letter

Mr. Eagle,

It has been observed that you have proceeded on leave without prior permission of the concerned supervisors, resulting in persistent insubordination and gross negligence of duties, in your capacity as Assistant Manager.

Missing work without prior notice is a misconduct for which you are making yourself liable for necessary action.

You are hereby warned to refrain from such activities; failure to do so shall invoke pertinent action.

You are advised to submit a written explanation on your unauthorized absence as soon as you receive this letter or as soon as you resume your duties.

Kindly treat this as very urgent.

For ABC Company

George Main

CEO