[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[phone number]

[email]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

We are writing this letter out of a major concern brought into our notice about your behavior in office. As you must know the company has some rules to follow and bears no negligence in following them by anyone. The management has reported it multiple times that you take frequent leaves without officially informing the concerned department. In addition to that, you are always late to work and leave early.

We understand that there could be some serious personal issue but there are some rules of the company as well. You were a very sound and regular employer of this company. And the company flourished to a good extent by your continuous struggle.  We are unhappy to issue this written warning because you left no choice by continuously neglecting the previous verbal warnings by management.

We hope that this letter would serve its purpose and want you to sort things out as soon as possible.

Sincerely,

[Your Name]

[Title]