Your Name

Designation

Date

Recipient Name

Title

Organization Name

Street Address City, ST ZIP Code

Dear Recipient Name:

It is to bring in your attention that we have been continuously observing your absence from work from the past few days. You have been absent from the work from [DATE] to [DATE] without any notice served by you to your supervisor.

Your absence has cost the company as you oversaw the presentations being made for foreign delegate. You did not appear on the presentation day. It was certainly your responsibility to arrange for a person who would handle the presentations in your absence.

You are hereby instructed to make for the loss which has been incurred by the company because of your absence and submit in written the very cause of it.

This attitude of yours will not be tolerated in future in any case. We intend to warn you against absenteeism as any more negligence will be strictly dealt with.

A copy of the following will be attached to your personal file.

Sincerely,

Your Name

Title