[Company Name]  
[Address]

Re: Counseling for Uninformed Leave and Unscheduled Absence  
  
Dear Michael,

I am Rose Pens, the Manager of the Admin Office and Quality Assurance in Sylvia Stars. You have been working in this firm for three years and we acknowledge your genuine efforts and dedication to work. It is always amazing to write extolling lines for the employees, but it becomes very difficult when the case is otherwise. This letter has been composed as a written piece of notification to you which will serve as a counseling letter to you. You are advised to read it thoroughly and carefully and answer accordingly after approval.

As clear from the subject, it has been discerned and reported in your profile that you have been absent from the work without informing which comes under the category of unauthorized leave. Unauthorized leave means to leave the office or not appearing at work without any notification or information. It is obligatory for all the employees to inform when they intend to take a leave from the office otherwise actions can be taken against their unprofessional conduct. Leaving without information or unauthorized leave comes under the category of unprofessional attitude and is confronted with reprimands like unprofessionalism.

It has been submitted that you took leave for one week due to a medical emergency with your family for which you must travel to Boston. The leave for one week was approved by the HR Manager and submitted to the portal as 23-11-20XX to 29-11-20XX. On 30-11-20XX an email was received from you stating that you cannot attend the office due to a transportation problem in the city for which you were given an extra leave for eight hours but you did not show up afterward.

This was neglected by the office believing it a genuine problem, but I regret to look at the non-seriousness at your end as, after three days of your email, you neither visited nor contacted the office to approve further leave. The Director of the Management Department took harsh notice of this unusual behavior and directed me to contact you immediately. Those calls/emails went not responded which added fuel to fire.

Therefore, I am sending you this piece of writing to roll call your unprofessional tackling of the issue and non-serious attitude towards work. This kind of demeanor is not acceptable in the office and it is regarded as an employee’s failure to meet the rules and regulations of the department and an employee’s inefficient methodology of unprofessional code of conduct. Such attitudes often meet with harsh reprimanding notices or sometimes prorated deduction in salary. We do not want you to fall into any trouble; therefore, it is suggested to write an apology letter to the Director and your supervisor validating your unauthorized leave from the work and sign this letter as approval of response.

We are always at the disposal of our employees and strive to make sure competency at their disposal. I expect you to improve what has been bungled and cluttered by you indicating a posture of not repeating this case by writing a causal letter of the reason for uninformed absence from the work.

Sincerely

Rose Pen  
Manager, AO & QA  
Sylvia Stars, California, USA