[Company Name]  
[Address]

Re: Counseling Notice on Unscheduled and Unmindful Leave from Office

Dear Andrews,

This letter is an official written piece of counseling letter and hence to be responded to accordingly. It is notified to the Management that you have been taking many leaves while not informing your supervisor or the admin of the department. Your absence has also been noticed on several important occasions in the past three weeks. The matter has been discussed with your supervisor several times wherein he responded in defending your absence. Recently, when the monthly staff was examined, it was observed that you remained absent without notifying the relevant department or head of the department.

Therefore, this letter has been written to counsel you in detail in this regard. This kind of leave or absence is not market in authorized leave approved by the department as your annual count of leaves. An annual count of leaves must be approved by the chairperson or the head of the department. Our company works in the field of marketing and your position determines an important canon in this field. This means to say that such kind of absence can spell serious disaster on the company’s work, business, prorated profit and loss and thus repute.

We understand the emergency needs in the case of medical issues or family engagement but of this too; we have our lines to receive voice mails, text messages, calls, and emails. In any case, any of the said facilities can be taken into consideration. We can neglect trivial matters of absence based on an employee’s working capacity, but such protocol cannot be entertained in case of not appearing at work for five consecutive days. This demeanor is epitomized as the most unprofessional act and rule out all working protocols of employee benefits. Such acts withdraw all the possibilities of an employee to get promotions, bonuses, and increments.

The pronouncement of all the possible consequences means to threaten you of the unexpected or expected outcomes that can fall at you and hinder you in getting a bright career in marketing and finance.

Andrews, we ascent all the competent employee’s capacities and benefit them in every possible way. Unscheduled absence can bring harsh results to the company at your responsibility. Business of marketing and finance needs a lot of focus, dedication, and determination.

I hereby describe the possible results of such continuous behavior; it can either result in your demotion, temporary or permanent reduction, temporary layoff, loss of the rights of the employee Rights Policy Benefits (2010), or termination.

Therefore, I suggest you respond to this letter with an apology or write to me at [email] if you have decided to not return. If this letter did not get a response within five working days, then your designation shall be considered as abandoned by you and thus other actions can be taken against you. For more, contact +[X] or contact our career counselor Mrs. Jilly Duck for the company’s policy on employee’s long-term un-notified absence. Thank you.

Regards,

Jonathan Keller,  
The Manager,  
SIGMA Marketing Agency  
Cavallier Corner Road, 23-A/99c California, USA