To,

Ms. Sandra D’Souza  
Chief Administrative Officer  
Lenovo UK Ltd.  
6th Avenue, Main Boulevard, London

3rd August, 20XX

Dear Ms. D’Souza,

This letter is written to you to warn you for not showing up to work for a while. It was exactly a month ago from today that you had asked me for issuing you the leave for 10 days as you had to leave for your home station in Wales. I had complied as well with a strict instruction to be back as soon as your leave ends, as right after that was to be a meeting with our board of directors and foreign delegates and being a chief administrative officer, your presence was highly required in the meeting.

Your absence in the meeting posed a negative impression of our branch in front of the delegates and they asked me to hire a more competent and responsible administrator at your place.

If you had informed me for once after your leave ended and told me any valid reason for not being able to make it to the office on the joining day, I would have defended you in front of the management as you have always proved to be a hardworking and an honest employee.

However, your act was seriously taken into consideration by the board members, and I am asked to fire you for that if you still do not get in touch in the next three days. We are sorry but we cannot afford more loss as the company branch is seriously suffering due to the absence of a chief administrative officer. There have been mistakes and irresponsible attitudes of the administrative staff as they had no one to report directly to and scrutinize. This is seriously unacceptable behavior.

Hence, I am warning you that if you do not report back to me as soon as possible within these upcoming three days’ time span, you would have to lose the job eventually, and then no one, but you would be to blame. Take it as an order or a warning, I need you to be back to work, or your resignation letter in due time. I hope you understand the gravity of the matter. Kindly treat this matter as most urgent.

Yours sincerely,

Harry Jones  
CEO  
Lenovo UK Ltd.