**To**

**[The Recipient Name]  
[Business Name]**

**Subject: Warning for leaving workplace without permission**

Dear Jackson,

This is an official warning letter that is being sent to you on account of violating the company's disciplinary policy. It was brought to our notice through your manager that you left the office premises without permission on [date]. It is for your information that this kind of behavior is regarded as misconduct. A good organization like ours does not tolerate this kind of working attitude executed by its employees.

The company management has designed a very clear disciplinary policy regarding such issues. It has been stated in clear words that no employee can leave the workplace without seeking permission from the concerned authority.

This policy is meant to be followed by each and every employee of the company regardless of scale and post. Since our inception, we aim to provide a clean and conducive working environment to our employees. This is only possible when every employee shall abide by the rules and code of conduct of the company.

Since you are the most senior employee of this company, it is your moral duty to convey a positive message to your juniors. You must have informed your immediate boss before leaving the office premises. Unfortunately, you failed to do so which shows your negligence and non-professional approach to your work.

Because of your habitual and uninformed disappearance from the office, it was decided in the monthly meeting that you must be terminated. But then, keeping in consideration your long service to the company, the CEO decided to put you on suspension for a period of 90 days. During this period, your attitude towards work will be monitored. If you do not refrain from such malpractices, a termination letter will be mailed to you without any prior notice.

However, we still believe in your potential and hope that you will rectify your behavior as soon as possible. You are requested to show us some improvement in your behavior. We are waiting for a positive response from you. If you have any ambiguity regarding any clause of company disciplinary policy, feel free to contact us anytime.

Sincerely,

[Your Name]  
[Address]