To

[The recipient]  
[Business Name]

**Subject: Monday Friday absenteeism on frequent**

Dear Employees,

I am writing this warning letter after observing a lot of discrepancies in your online attendance portal. In my last meeting, it was reported by the manager that many employees have started availing holidays on Friday and Monday which is not a good practice at all. I have been ignoring his complaint, but it has been reported that most of you have made it your bad habit. Therefore, owing to this malpractice, I have been compelled to write this warning letter.

As you know that holidays in conjunction with weekends are allowed only in special circumstances which are beyond a man’s control. Monday and Friday are regarded as the most important days of the week from a working point of view. Unfortunately, you are taking these as your holidays, and it shows your negligence.

This issue was raised and discussed in our last meeting with the board of directors the continuous absence of employees is causing serious problems for the company. It becomes dangerous when you start combining your holidays with weekends. Owing to bad practice, the company has suffered a lot because assigned work is not being completed as per schedule.

This is the first and last warning letter and management is not taking any serious action. Please take good care of your attendance and do not make Monday and Friday your off days. If you continue with this malpractice, your performance evaluation report will not be written in good words, and you know better how badly it can affect your chances of promotion.

I hope everything has been clarified through this letter and now a positive response is being awaited from your side.

Yours sincerely.  
[SIGNATURE]