

Official Warning for Unapproved Leave

Subject: Reprimand for Unauthorized Absence from Work

Dear [Employee's Name],

This letter is issued as a formal reprimand for your absence from work on [date(s)] without prior approval or notification. Your absence caused significant disruption in operations and placed undue pressure on your team.

Company policy requires that all absences be communicated and approved in advance unless due to emergency circumstances. Failure to do so constitutes a breach of conduct.

You are expected to follow proper leave procedures in the future. Continued disregard for attendance rules will lead to disciplinary measures, up to termination.

Please acknowledge receipt of this letter and confirm your understanding of its contents.

Sincerely,

[HR Manager's Name]

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