

Warning Letter Template

DD-MM-YY

To,

Name of the concern person

Designation

Emp. Code:

Subject – Warning Letter

Dear XYZ,

It has been observed that you have taken leaves **on dates** without prior permission of the concerned authorities, resulting in willful misconduct.

You are hereby requested to refrain from such activities; failure to do so shall invoke strict disciplinary action up to and including termination of employment.

Please contact the [HR department](#) if you would like to discuss this further or have any questions.

Yours sincerely

For [your company name]

Signing Authority

Head – Human Resource