

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Warning Letter for Unauthorized Rest

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent unauthorized absence from work on [specific date(s)]. Despite company policy requiring prior approval for taking leave, you did not inform your supervisor or follow the appropriate procedures.

Such actions not only disrupt the workflow but also affect team productivity. We expect all employees to adhere to the company's attendance policy and to communicate any absences in a timely manner. Please consider this letter a serious reminder of your responsibilities as an employee. Continued violations may result in further disciplinary action, up to and including termination of employment.

We appreciate your immediate attention to this matter and expect your full compliance in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]