Name of Employer

Name of Company or Business

Address of Business

City, State, Zip Code

Date

Name of Employee

Position of Employee in the Business

Address of Employee

City, State, Zip Code

Dear Name of Employee:

It has been noticed by the concerned authorities that you have taken leave from your job without requesting or receiving prior permission from your supervisor on DATE and DATE. This is seen as a sign of gross negligence of your duties as salesman and willful insubordination.

If you absence yourself without prior permission, you are behaving irresponsibly and opening yourself to disciplinary action.

You are hereby warned not to continue this inappropriate behavior in the future. If you do, you shall invoke the appropriate disciplinary action.

Since you have never taken leave without permission before, I would like to request you to submit a written explanation for taking unauthorized leave within three working days of receiving this letter.

A copy of this letter will be put in your office personnel file. Kindly treat this as an urgent matter.

​Regards,

Signature of Employer

Printed Name of Employer

Name of Company or Business