To, Date:

A Satish Kumar,

Employee ID: 123456,

Designation: Production Executive,

Department: Production.

Sub : Formal Warning Letter

Dear Satish Kumar,

 It has been observed that you have taken excessive leaves in last Six months without any prior intimation to your superior officers and still you are continuing the same behavior.

 This behavior of yours showing the negligence in your duties and submit a written explanation on this issue within 2 days from the date of receiving this letter. Treat this as a final warning letter and any further in disciplinary action may lead to the serious action on you.

 Kindly treat this issue with all the urgency and a copy of this letter will be kept in office file for future reference.

For ABC Company Pvt Ltd,

Authorized Signatory.