

# Written Warning for Unauthorized Absence

Date of Issue: .....

Warning No.: .....

## Employee Information

Basic Information	Details
Full Name	.....
Employee ID	..... ...
Job Title / Position	..... ...
Department	..... ...

Dear .....,

### Subject: Official Warning for Unauthorized Absence

With reference to the above subject, and following a review of your attendance records, the management has noted your absence from work without prior permission or a valid excuse during the following period(s):

- **First Period:** From ..... To ..... (Total Days: [ ... ])
- **Second Period:** From ..... To ..... (Total Days: [ ... ])

We would like to bring to your attention that this behavior is a clear violation of the company's internal regulations and the applicable Labor Law, which requires employees to perform agreed work and comply with instructions. Your unauthorized absence disrupts the workflow and negatively impacts the team's performance.

Therefore, this letter serves as an **Official Warning** (First / Second).

### **Required Actions**

1. **Justification:** Provide official justifications (if any) for this absence within a maximum period of (48) hours from the receipt of this warning.
2. **Compliance:** Strictly adhere to the official working hours and avoid repeating this violation in the future.

Please be advised that any recurrence of unauthorized absence will leave the management with no choice but to take more severe disciplinary actions. These actions may include salary deductions or termination of employment for real and serious cause, such as professional misconduct, in accordance with the relevant articles of the Labor Law and company policies.

We expect you to correct this behavior immediately for the sake of your professional future within the company.

Sincerely,

**Issued by:**

.....

Human Resources Manager / Direct Manager

**Signature:** \_\_\_\_\_

**Company Stamp:**

### **Employee Acknowledgment of Receipt**

I, the undersigned employee, acknowledge that I have received a copy of this warning, read its contents, and understood its implications. My signature below does not

necessarily indicate my agreement with the reasons for the warning, but serves only as proof of receipt.

**Employee Name:** \_\_\_\_\_

**Date:** .....

**Signature:** \_\_\_\_\_