

## **Warning Letter to an Employee for Absenteeism & Bad Performance**

Hyper star marketing Ltd

Charles Jones

Block 53 F, boulevard street, Nevada

7<sup>th</sup> November, 2016.

Ms. Stephen

Block 53 D, boulevard street, Nevada

Dear (Recipients name),

This letter is a warning for your performance as well as attitude to behave with seniors. For the last two months you have been remained unsatisfactory and absent from duty without information as well as did not respond to any call to clear your position. A verbal warning has already been given to you for your excessive leaves but you are repeatedly walking on the same track. This act forced the company to start a disciplinary action against you and get replacement of you for future concerns but after careful consideration I believe that this is temporary descend, otherwise you have been prolific employee and you are given a chance to explain and reform yourself. Therefore, you are warned that unless you show satisfactory performance and better behavior, you are liable to achieve charge sheet on repetition and dire report at the end of the year.

I hope you would comply with the instructions strictly and would not repeat it next time and you are also required to acknowledge the receipt of this letter as soon as you receive it.

Sincerely,

Charles Jones