# Sample Email to Employee for Not Reporting to Work

## Sample N°1

Subject: Warning for not showing up for work

Dear Mr. [Last Name]

It has come to the attention of the proper authorities that you were absent from your workstation without requesting or receiving prior permission from your supervisor on [Date] at [time].

This is considered a sign of gross neglect of your duties as a salesperson and willful insubordination.

If you are absent without prior permission, you are behaving irresponsibly, and we must take disciplinary action to ensure that this does not happen again. You are cautioned not to continue this inappropriate behavior in the future.

Since you have never taken unauthorized leave before, I request that you submit a written explanation for taking an unauthorized break within three working days of receipt of this letter.

A copy of this letter will be placed in your personnel file. Please consider this matter urgent.

Regards,

[Your name].

[Your position].

[Company name].

## Sample N°2

[Employer's name]

[Company name]

[Company's business address]

[City, state, zip code]

[DATE]

[Employee's name]

[Employee's position]

[Employee's address]

[City, state, zip code]

RE: Formal Warning Letter

Dear [Employee Name],

This letter is an official written warning for an incident that occurred on [date]. You failed to come to work on that date and violated company policy. You had no documented reason for your absence and did not notify your supervisor.

Since this is not the first time that we have verbally warned you, we feel compelled to notify you in writing. Our goal is to serve our customers promptly and efficiently, so we had to rearrange our route for the day to accommodate his absence.

This is a disservice to our customers and to the employees who have been. Absenteeism was a problem in the recent past, and it appears that verbal counseling has not been effective. This will be the only additional notice you will receive regarding this issue. Good attendance and punctuality are necessary for the overall operation of our company.

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

Regards,

[Employer's signature]

[Printed name of employer]

[Company or business name]