Date: August 26, 2012

To   
Mr. XYZ   
Software Engineer

Adova Soft

**Subject: – Warning Letter**

Dear Mr. XYZ,

It has been observed that you have been proceeded on leave without prior permission of the concerned authorities, resulting a willful insubordination and gross negligence of duties, in your capacity as a Software Engineer.

Absenting yourself from duties without prior intimation is a misconduct for which you are making yourself liable for necessary action.

You are hereby warned to refrain from such activities; failure to do so shall invoke appropriate action.

You are further advised to submit a written explanation on your unauthorized leave as soon as you receive this letter.

Kindly treat this as very urgent.

Sincerely,

From HRD

Adova Soft