Date: August 26, 2012

To   
Mr. XYZ   
Software Engineer

Divine IT Limited

**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 an 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

Divine IT Limited.