**Second Warning Letter for Repeated Unauthorized Leave**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

**[City, State, ZIP Code]**

**Dear [Employee's Name],**

**This is a follow-up to our previous communication regarding your unauthorized leave. Despite the initial warning letter issued on [date], we regret to inform you that you have continued to take leave without permission.**

**Our records show that on [additional dates], you were absent from work without prior approval or notification. This continued disregard for our company's leave policy is unacceptable and disrupts the workflow of our team.**

**We strongly emphasize the importance of adhering to company policies, and your repeated failure to do so is a serious concern. This letter serves as a second warning, and we expect immediate improvement in your behavior.**

**Failure to rectify this conduct will result in further disciplinary action, which may include suspension or termination of your employment.**

**We urge you to schedule a meeting with your supervisor to discuss this issue and work together on a solution.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**