**Final Warning Letter for Persistent Unauthorized Leave**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

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

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

**We are deeply disappointed to inform you that your unauthorized leave issue persists, despite previous warnings. On [dates], you were once again absent from work without prior approval or notification.**

**Your continued disregard for company policies and the disruption it causes to our operations are intolerable. This letter serves as a final warning, and we insist on an immediate change in your behavior.**

**Failure to rectify this conduct will result in the termination of your employment with our company.**

**We urge you to schedule a meeting with your supervisor immediately to discuss this matter and demonstrate your commitment to resolving the issue.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**