**Initial Warning Letter for Unauthorized Leave**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

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

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

**I am writing to inform you that we have observed instances of unauthorized leave from your side. It has come to our attention that on [dates], you were absent from work without prior approval or notification. This conduct is in violation of our company's leave policy.**

**We understand that unforeseen circumstances can arise, but it is crucial to follow the correct procedures to request leave. As an employee, it is your responsibility to submit a leave request in advance, whenever possible, and communicate any emergencies or unexpected situations promptly.**

**This letter serves as an initial warning. We expect you to adhere to company policies and rectify this behavior immediately. Failure to do so may result in further disciplinary action, up to and including termination of employment.**

**Please schedule a meeting with your supervisor to discuss this matter and ensure that you understand the importance of complying with our company's leave policies.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**