**Warning Letter for Fabricating Leave Requests**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

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

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

**We have recently discovered that you have been fabricating leave requests in an attempt to justify your unauthorized absences from work. This misconduct is a serious violation of company policies and breaches the trust we place in our employees.**

**Fabricating leave requests is a dishonest and unethical act, and it will not be tolerated within our organization. This letter serves as a warning, and we expect an immediate cessation of this behavior.**

**Failure to rectify this conduct will result in further disciplinary action, up to and including termination of your employment.**

**We insist that you schedule a meeting with your supervisor to discuss this matter and address the issue at hand.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**