**Warning Letter for Repeated Violation of Leave Policy During Peak Periods**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

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

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

**We regret to inform you that during our peak business season, you have repeatedly violated the company's leave policy by requesting unauthorized leave on the following dates: [dates]. Your actions during this critical period have caused significant disruptions to our operations and have negatively impacted our team's ability to meet deadlines and customer expectations.**

**It is essential that all employees understand the importance of adhering to company policies and respecting the needs of the team during peak periods. Your repeated violation of the leave policy is unacceptable and warrants a warning.**

**This letter serves as a warning, and we expect you to refrain from any further unauthorized leave requests, especially during peak periods. Failure to rectify this behavior may result in further disciplinary action, up to and including termination of your employment.**

**Please schedule a meeting with your supervisor to address this matter and ensure it is resolved promptly.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**