

(Your name)

(Your address)

(Your contact information)

(Date)

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter of Warning for Late Joining After Vacation

Dear (Name of the Recipient),

Please consider this letter as a written warning to you on behalf of our company (mention the name of the company) that we are very upset by your misconduct of late joining for (mention details) days after your long vacation of (mention details) days.

On the day of (mention the joining date) was your joining date, but you came to the office (mention details) days later, which was on the day of (mention the date).

We are sorry to say that this problem resulted in the late submission of our project, affecting the institution's progress. We wanted a proper explanation from you for this negligence o yours, but you did not give any.

As a result of this we are going through this unavoidable circumstance of issuing this letter to warn you about your irresponsible approach towards our company.

If you have any question or say about this problem, you can contact the authority in charge (mention the name and designation of the contact person). Hope you will not force us to take any disciplinary action against you.

Hope to see your good conduct in future.

Thank you very much.

With regards,

(Hand-written Signature)

(Date)

(Notary or witness if required)