

Irregular Leaves Warning Letter Format #4

To

From

Subject:

You have hereby listed in irregular attended employees of the office. Due to your negligence and irregularity, you have lost the chance to be on the list of to be promoted candidates.

We thought of increasing your salary this time, but you have also lost that. This is the last and final notice given to you. Sorry to say this if this repeats your name will be shortlisted for terminated candidate list.

Try to be sincere in your work.
