**(To be sent on company letterhead through registered post only)**

Ref no. Date:

**Name**

**Designation**

**Department**

Subject: Absent from duty (First Letter)

You are absenting duty w.e.f \_\_\_\_\_\_\_\_\_\_\_\_\_ without any intimation or prior sanction.

You are advised to join duty immediately or submit a satisfactory evidence of your absence within three days of the receipt of this letter.

**For Company Name**

**(Authorised Signatory)**

**(To be sent on company letterhead through registered post only)**

**(To be sent on company letterhead through registered post only)**

Ref no. Date:

**Name**

**Designation**

**Department**

Subject: Absent from duty (Second Letter)

We invite your attention to our letter dated\_\_\_\_\_\_\_\_\_\_\_\_\_ advising you to explain your absence or join duty. You have failed to comply with both.

You are once again advised to explain your absence immediately.

**For Company Name**

**(Authorised Signatory)**

Encl: Copy of first letter

**(To be sent on company letterhead through registered post only)**

Ref no. Date:

**Name**

**Designation**

**Department**

Subject: Absent from duty (Third Letter)

We refer to our two letters dated …………… & …………., copies enclosed wherein you have been asked to join duty or submit a satisfactory evidence of your absence.

You have failed to respond to the two notices thereby committing an act of insubordination & misconduct. Please show cause why disciplinary procedures should not be instituted against you.

**For Company Name**

**(Authorised Signatory)**

Encl: Copy of first & second letter