**GMP/WL/0424/025**

**WARNING LETTER**

To,   
Pallavi Gaikwad,   
EMP ID: 164, **Admin Officer**.

**Sub**: Regarding Continuous Absenteeism Leave & Leaves without Intimation

Dear Miss. Pallavi Gaikwad,

Based on our records, it has been observed that you have been absent from duty since this morning. You called to inform that there will be no attendance for the next five to six days starting today, and you took leave without providing proper prior notice. You have not obtained permission from your reporting authority regarding your continuous absenteeism. Also, please note that your daily salary will be deducted as per the policy. Your absence without information reflects a lack of responsibility and is not befitting your role and responsibilities in the company.

You are aware that your absence from duty disrupts smooth operations and causes operational difficulties for the Company. Your unauthorized absence is in violation of company rules, and the company takes a serious view of the same.

This letter serves as the first official warning and enlightens you about the consequences if you fail to comply. Kindly treat this as an extremely urgent matter, and please sign a copy of this letter as an acknowledgment.



Sincerely,   
B.K Nawale,   
HR MANAGER.