Harry Wildman

8, Hill Close

Northend

Southam

Warwickshire CV47 2TP

22 February 2022

Dear Harry,

Following our meeting today regarding your unauthorised absence, and your unsatisfactory explanation for not notifying management (by telephone) of your absence, we have little option but to issue you a formal written warning. The procedure for absence is clearly defined in the company handbook, but on this occasion, they were not followed by yourself.

Should you have any further unauthorised absence in the future and fail to comply with the company procedure, we will have no alternative but to issue a second and final written warning.



John Gould

**WORKS MANAGER**

Cc: M O’Brien – Director

P Bennet H.O. Accounts