

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Written Warning for Attendance Issues

This letter serves as a formal written warning regarding your attendance record. As discussed in our previous meetings on [insert dates], we have noticed several instances of absences and tardiness that do not align with our attendance policy.

Specifically, you have been absent on the following dates:

- [List dates of absences]

- [List dates of tardiness]

Your attendance is critical to the team's performance, and continued issues may lead to further disciplinary actions, up to and including termination.

We encourage you to address any underlying issues that may be affecting your attendance. Please arrange a meeting with your supervisor or HR by [insert date] to discuss how we can support you in improving your attendance.

We hope to see an immediate improvement in your attendance going forward.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]