

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Attendance Warning Letter

Dear [Employee's Name],

I hope this message finds you well. This letter serves as a formal warning regarding your attendance record at [Company Name].

We have observed the following attendance issues:

- **\*\*Date(s) of Absence\*\***: [List specific dates]
- **\*\*Attendance Policy Reference\*\***: [Briefly reference the company's attendance policy]
- **\*\*Previous Discussions\*\***: [Mention any previous verbal or written warnings, if applicable]

Your consistent absences have impacted the team's performance and project timelines. We value your contributions, and it is crucial for you to adhere to our attendance policies.

We expect immediate improvement in your attendance. Failure to comply may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter and confirm your understanding of the issues raised. We encourage you to reach out to your supervisor or HR if you need assistance or support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

Cc: [Supervisor's Name]

[HR Representative's Name]