

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Absence Warning Letter

We are writing to formally address your recent attendance record. As of [date], we have noted that you have been absent from work on [number] occasions without prior notification or valid justification.

1. ****Details of Absences****:

- Date(s) of Absence: [List specific dates]
- Total Days Absent: [Total number of days]

2. ****Company Policy Reference****:

According to our employee handbook, [cite specific policy regarding attendance and absences].

3. ****Impact****:

Your absences have caused disruptions in our workflow and have placed additional strain on your colleagues.

4. ****Required Action****:

We expect you to improve your attendance moving forward. Please provide a formal explanation for your absences by [specific date].

5. ****Consequences****:

Continued unexcused absences may lead to further disciplinary action, which could include suspension or termination.

Please take this matter seriously and address it as soon as possible.

Your cooperation is essential to maintaining a productive work environment.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Contact Information]