

\*\*[Your Company Letterhead]\*\*

\*\*[Date]\*\*

\*\*[Employee's Name]\*\*

\*\*[Employee's Address]\*\*

\*\*[City, State, Zip Code]\*\*

Dear [Employee's Name],

Subject: Absenteeism Warning Notice

I hope this message finds you well. This letter serves as a formal warning regarding your recent attendance record.

\*\*Details of Absenteeism:\*\*

- Total number of absences: [Number]

- Dates of absences: [List Dates]

- Articles of the employee handbook violated: [Specify]

While we understand that absences may occur due to valid reasons, your attendance has significantly affected team productivity and operations. We value your contributions but need to address this issue promptly.

\*\*Expectations Moving Forward:\*\*

- Improvement in attendance: [Specify expectations]

- Required documentation for future absences: [Specify policies]

- Upcoming meeting: [Date and time when you will meet to discuss this matter]

Please be advised that further instances of absenteeism may lead to additional disciplinary actions, up to and including termination of employment.

We are here to support you and discuss any underlying issues you may have. You are encouraged to reach out for assistance.

Thank you for your attention to this matter.

Sincerely,

\*\*[Your Name]\*\*

\*\*[Your Job Title]\*\*

\*\*[Your Contact Information]\*\*

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\*\*cc: [HR Department/Other relevant persons]\*\*