

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Unacceptable Absenteeism

This letter serves as a formal warning regarding your recent pattern of absenteeism. As per our company policies, consistent attendance is crucial for maintaining productivity and team efficiency.

Your attendance records indicate that you have been absent on the following dates:

- [Date 1]

- [Date 2]

- [Date 3]

Despite previous discussions regarding this issue, there has been no significant improvement in your attendance. As per our policy, excessive absenteeism may lead to disciplinary actions.

We value your contribution to the team and hope to see an improvement in your attendance. Please consider this letter a formal warning that further absenteeism may result in more severe consequences, including possible termination of employment.

We encourage you to discuss any personal issues impacting your attendance with your supervisor or HR.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]