

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Attendance Policy Compliance Warning

We hope this message finds you well.

This letter serves as a formal warning regarding your attendance as per the company's attendance policy. Our records show that you have [number of absences/tardies] on [specific dates/period], which is in violation of our established attendance guidelines.

As per the attendance policy outlined in the employee handbook, all employees are required to maintain consistent attendance to ensure operational efficiency and teamwork. Your absenteeism has begun to impact your colleagues and the overall productivity of the team.

We would like to remind you of the importance of adhering to our attendance policy and encourage you to communicate any potential issues that may affect your attendance in the future.

Failure to improve your attendance may result in further disciplinary action, including possible termination of employment. We consider this matter serious and hope you take the necessary steps to resolve it.

Please acknowledge receipt of this letter by signing and returning the enclosed copy by [due date].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

[Enclosure: Copy of Attendance Policy]