

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Repeated Absences

I hope this letter finds you well. The purpose of this communication is to address a concerning pattern regarding your attendance at work.

Over the past [duration, e.g., several months], we have noted that you have been absent from work on [specific dates or frequency, e.g., multiple occasions or specific days]. These absences have resulted in [impact of absences on team productivity, project deadlines, etc.], which is affecting not only your performance but also the overall efficiency of our team.

In accordance with our company policy on attendance, it is essential for all employees to adhere to their scheduled work hours. Your recurring absences not only disrupt the workflow but also place additional strain on your colleagues, who often have to cover your responsibilities during your absence.

We want to understand any underlying issues that may be contributing to your attendance problems. If there are personal or health-related matters affecting your ability to come to work consistently, we encourage you to discuss them with your supervisor or Human Resources. We are committed to supporting our employees through challenges and can provide resources to assist you.

This letter serves as a formal warning regarding your attendance. If there are no significant improvements in your attendance within [specified time frame, e.g., the next 30 days], we may have to consider further disciplinary action, up to and including termination of employment.

We value your contributions to [Company Name] and hope you can take immediate steps to improve your attendance. Please let us know how we can assist you in this process.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]