

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Employee Absence Warning Letter

I am writing to formally address your recent absences from work. As per our records, you have missed [number] days between [start date] and [end date], which has raised concerns regarding your attendance.

We understand that unforeseen circumstances can arise; however, it is essential to communicate these situations as soon as possible. Regular attendance is crucial to maintaining team morale and operational efficiency.

Please consider this letter a formal warning. Continued absenteeism may lead to further disciplinary action, up to and including termination. We encourage you to discuss any issues that may be affecting your attendance with your supervisor or HR.

We appreciate your prompt attention to this matter and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]