

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Attendance Warning Letter

We are writing to formally address your attendance record, which has raised concerns. As per our attendance policy, it is essential for all employees to maintain consistent attendance to ensure smooth operations.

We have noted that you have been absent on the following dates:

- [List specific dates of absence]

- [List specific dates of absence]

According to our records, these absences were not communicated to your supervisor in advance, nor were they covered by a valid reason. This pattern of attendance is not acceptable and has a direct impact on your team and overall productivity.

We want to remind you that continued failure to meet attendance expectations may lead to further disciplinary actions, including termination of employment.

Please consider this letter a formal warning. We encourage you to discuss any challenges you may be facing regarding attendance with your supervisor. We are here to support you in finding a solution.

We hope to see an improvement in your attendance moving forward.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]