

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Formal Warning for Attendance Issues

This letter serves as a formal warning concerning your attendance record. It has come to our attention that you have been absent from work on the following dates without proper notification or justification:

- [List Dates of Absences]

As per our company attendance policy, employees are expected to maintain regular attendance and notify their supervisor of any absences in advance whenever possible. Your continued unauthorized absences have impacted the team's productivity and workflow.

We understand that unforeseen circumstances may arise, and we encourage you to communicate any issues affecting your attendance. However, it is crucial that you adhere to the attendance guidelines moving forward.

Please consider this letter a formal warning. Failure to improve your attendance may result in further disciplinary action, including potential termination of employment.

We urge you to take this matter seriously and resolve any issues that may be contributing to your absences. If you would like to discuss this matter further or require assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

cc: [HR Department/Manager's Name]