

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Absenteeism

We are writing to formally address your recent pattern of absenteeism. It has been noted that you have been absent from work on the following dates: [List specific dates]. These absences have contributed to disruptions in our workflow and have affected your team's performance.

We understand that unforeseen circumstances can arise; however, it is important that you communicate any absences to your supervisor in a timely manner. According to our attendance policy, excessive absenteeism can lead to disciplinary action, including possible termination.

We encourage you to take the necessary steps to improve your attendance. Please be aware that further violations may result in more severe consequences.

If there are underlying issues affecting your attendance, we are willing to discuss possible accommodations.

Please acknowledge receipt of this letter by signing and returning it by [return date].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Signature]

[Date]

Acknowledgment of Receipt:

I, [Employee's Name], acknowledge receipt of this warning letter.

[Employee's Signature]

[Date]