

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Official Warning for Attendance Issues

This letter serves as an official warning regarding your attendance. We have observed that you have been repeatedly absent from work without proper notification and justification.

Your attendance record is as follows:

- [List specific dates of absences]
- [Note any patterns or trends, e.g., consecutive days, specific days of the week]

As per our company policy, consistent attendance is crucial to maintain productivity and team morale. Your frequent absences have not only affected your performance but have also impacted your team members.

We request that you meet with your supervisor to discuss your attendance and any underlying issues that may be affecting your ability to report to work. Please be aware that continued attendance issues may result in further disciplinary actions.

We believe that, with the right support and communication, you can improve your attendance moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]