

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Chronic Absenteeism

We are writing to formally address a concerning pattern of absenteeism regarding your employment with [Company Name]. Our records indicate that you have been absent from work on [number of days] occasions within the past [specific time period], which is noticeably above the acceptable limit established in our attendance policy.

We understand that there may be valid reasons for your absences, and we encourage you to communicate any challenges you are facing. However, continuous absenteeism can impact the team's performance and overall productivity.

As per company policy, we are issuing this formal warning. We urge you to take immediate corrective action by improving your attendance percentage. We expect to see a significant improvement moving forward.

Please arrange a meeting with your supervisor by [specific date] to discuss this matter and any support you may require. Continued issues with absenteeism may result in further disciplinary action, up to and including termination of employment.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]