

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Warning Letter for Unauthorized Absences

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent unauthorized absences from work. Our records indicate that you were absent on the following dates: [list dates].

As per our company policy, employees are required to notify their supervisor in advance of any absence, except in cases of emergency. Your failure to adhere to this policy not only affects your work performance but also disrupts the workflow of the team.

We take such matters seriously and expect you to provide a valid explanation for your absences by [specific date]. Repeated unauthorized absences may lead to further disciplinary action, including potential termination of employment.

We value your contribution to the company and hope to see improvements in your attendance moving forward. Please feel free to reach out if you need support or have any concerns.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]