

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning for Excessive Absences

I hope this letter finds you well. I am writing to formally address a concern regarding your recent attendance record.

It has come to our attention that you have incurred a significant number of absences over the past [time period, e.g., three months]. As per our attendance policy, we expect all employees to maintain regular attendance and to inform their supervisors in advance when they are unable to report to work.

[Specify the number of absences and any relevant dates or incidents, if necessary.]

Your continued absences have impacted your team and the overall productivity of the department. We want to ensure that you understand the importance of consistent attendance and the implications it has on your role.

Please consider this letter a formal warning. We encourage you to communicate any issues you may be facing that could be affecting your attendance. Our goal is to support you in addressing any challenges that you might be encountering.

Failure to improve your attendance may lead to further disciplinary actions, including potential termination. We hope to see an immediate improvement in your attendance moving forward.

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Enclosure: Copy of warning letter for signature