

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning for Attendance Infractions

This letter serves as a formal warning regarding your attendance record.

We have noticed multiple instances of tardiness and unauthorized absences over the past [specific timeframe].

As per our company policy, consistent attendance is crucial for team productivity and overall company success. Your current attendance patterns are not meeting the required standards.

Details of Attendance Infractions:

- [Date of Infraction 1: Description]
- [Date of Infraction 2: Description]
- [Date of Infraction 3: Description]

We expect immediate improvement in your attendance. Failure to rectify this issue may lead to further disciplinary action, up to and including termination of employment.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Attachment: Acknowledgment of Receipt]