

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Frequent Absences

I hope this letter finds you well. I am writing to formally address the issue of your frequent absences from work, which have become a matter of concern.

As per our records, you have been absent on the following dates:

- [List specific dates of absence]

These absences have impacted your performance and teamwork, as well as the overall productivity of our department. We understand that unforeseen circumstances can arise; however, we believe that consistent communication regarding your availability is essential.

We would like to remind you of our company policy regarding attendance, as detailed in the employee handbook. Continued absenteeism not only affects your responsibilities but may also lead to further disciplinary action.

We encourage you to discuss any challenges you may be facing that contribute to your absences. Our aim is to support you in any way we can while ensuring that the workflow remains uninterrupted.

Please consider this letter as a formal warning. We expect to see an improvement in your attendance over the coming weeks. We will schedule a follow-up meeting on [Insert date] to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]