

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Habitual Absenteeism

This letter serves as a formal warning regarding your attendance record at [Company Name]. It has come to our attention that you have been absent from work on multiple occasions without prior approval or a valid reason. Specifically, our records indicate that you have missed work on the following dates:

- [Date 1]

- [Date 2]

- [Date 3]

This pattern of absenteeism is concerning and affects not only your performance but also the productivity of your team. We value your contribution to the company, and it is important for you to adhere to the attendance policy outlined in the employee handbook.

We would like to remind you that continued absenteeism may lead to further disciplinary action, up to and including termination of employment. We encourage you to discuss any challenges you may be facing that could impact your attendance with your supervisor or HR department. Please consider this letter a formal warning and make the necessary changes to improve your attendance. We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]