

****Subject:**** Warning Notification for Absenteeism

****Date:**** [Insert Date]

****To:**** [Employee Name]

****From:**** [Manager/Supervisor Name]

****Department:**** [Department Name]

****Dear** [Employee Name],******

This letter serves as a formal warning regarding your recent absenteeism. Our records indicate that you have been absent on the following dates:

- [Insert Dates]

According to our attendance policy, consistent absenteeism is not acceptable and impacts team productivity. We value your contributions and encourage you to communicate any issues that may be affecting your attendance.

Please consider this notice a formal warning. Continued absenteeism may result in further disciplinary action, up to and including termination of employment.

We encourage you to reach out if you need assistance or have any questions regarding our policies.

****Sincerely,****

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]

****Cc:**** [HR Representative Name]

****File**:** [Employee's Personnel File]