

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Written Warning for Unexcused Absences

This letter serves as a formal written warning regarding your recent unexcused absences from work. Our records indicate that you were absent on the following dates:

- [Date 1]

- [Date 2]

- [Date 3]

These absences were not communicated with appropriate notice or justified, which is in violation of our company policy outlined in the employee handbook.

We take attendance very seriously as it affects our team's productivity and cohesion. Your absence not only impacts your responsibilities but also places additional strain on your colleagues who must cover for you. Please consider this letter a warning. Continued unexcused absences may lead to further disciplinary action, up to and including termination of employment.

We encourage you to communicate openly about any challenges you may be facing that affect your attendance. We are committed to supporting you in resolving these issues.

Please sign and return a copy of this letter to acknowledge your receipt and understanding of this warning.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____