

# Disciplinary Action Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice regarding concerns about your consistent absenteeism from work. It has come to our attention that you have been absent on multiple occasions without appropriate notification or justification.

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

- [Date 1]
- [Date 2]
- [Date 3]

This pattern of absenteeism is in violation of our company policy, which states that employees are required to notify their supervisors prior to any absence and provide valid reasons for their days off. Your actions not only affect your performance but also disrupt the workflow and productivity of the team.

As a result of this ongoing issue, we are implementing the following disciplinary action:

1. [Specify the disciplinary action, e.g., written warning, suspension, etc.]
2. [Include any required training or meetings, if applicable.]

We urge you to take this matter seriously and address your attendance issues immediately. Continued absenteeism may lead to further disciplinary actions, up to and including termination of your employment.

Please acknowledge receipt of this letter by signing below:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]