

Formal Warning for Absenteeism

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 warning regarding your frequent absenteeism from work. We have noticed that you have been absent on several occasions without providing adequate notice or justification.

Specifically, you have been absent on the following dates: [List Dates]. These absences not only affect your performance but also disrupt the workflow of your team and the organization.

We understand that there may be valid reasons for your absences; however, it is crucial to maintain communication with your supervisor regarding any issues that may affect your attendance.

Please consider this letter a serious warning to address your attendance. Continued absenteeism may lead to further disciplinary action, including possible termination of employment.

We encourage you to speak with your supervisor or HR if you are facing challenges that hinder your ability to attend work regularly.

Thank you for your attention to this matter. We look forward to seeing improvement in your attendance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]