

# Absence Warning Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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

- [List of Absence Dates]

As per our company's attendance policy, excessive absenteeism can lead to disciplinary actions. We encourage you to communicate any issues that may be affecting your attendance so we can assist you accordingly.

Continued failure to improve your attendance may result in further disciplinary actions, up to and including termination of employment.

Please acknowledge receipt of this warning by signing and returning the attached copy of this letter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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[Employee's Signature] [Date]