

# Attendance Warning Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Company Name]

Dear [Employee's Name],

We are writing to formally address concerns regarding your recent attendance record. It has been noted that you have exceeded the acceptable number of absences, which is affecting your performance and our team's efficiency.

Attendance Summary:

- Total Absences: [Number of Absences]
- Pattern of Absences: [Describe any patterns observed]

In accordance with our Attendance Improvement Plan, we would like to work together to ensure you can meet the attendance expectations. Please review the following action steps:

1. Meet with your supervisor to discuss any underlying issues affecting your attendance.
2. Develop a plan for improvement, which may include flexible working arrangements or support resources.
3. Regularly check in with your supervisor every [Insert Time Period] to track progress.

We believe in your ability to improve your attendance and want to support you through this process. Please acknowledge receipt of this letter and schedule a meeting with your supervisor by [Insert Deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]