

Attendance Warning Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Attendance Warning for Failure to Follow Call-In Procedures

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent failure to adhere to the company's call-in procedures when you were unable to attend work on [insert date(s)]. It is essential for all employees to follow these procedures as they are crucial for maintaining an efficient workplace.

Our records indicate that you did not notify your supervisor or the HR department as required. This not only disrupts our workflow but also places an additional burden on your colleagues.

Please understand that failure to follow these procedures may lead to further disciplinary action, including the possibility of termination. We value your contributions to the team and hope to resolve this matter positively.

We encourage you to review the attendance policy outlined in the employee handbook. If you have any questions or if there are circumstances that you would like to discuss, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]