

# Attendance Warning Letter

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee ID:** [Insert Employee ID]

**Department:** [Insert Department]

Dear [Employee Name],

This letter serves as a formal warning regarding your recent pattern of missed shifts. Our records indicate that you have missed work on the following dates:

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

Maintaining a consistent attendance is vital for the efficiency of our team and the success of our organization. Your current attendance record, which includes these missed shifts, raises concerns about your commitment and reliability.

We understand that unforeseen circumstances can arise, and we encourage you to communicate any issues affecting your ability to attend work. It is imperative that you address this matter to avoid further disciplinary action.

Please consider this a serious warning. Continued patterns of absenteeism may lead to further action, which could include suspension or termination of employment.

We value your contributions to the team and hope to see improvement in your attendance moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]