

Attendance Warning Letter

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 attendance record. We have noticed that your recent attendance has been unsatisfactory, with [number of absences] absences over the last [time period]. This has begun to affect your performance and the overall productivity of the team.

At [Company Name], we believe that regular attendance is essential for maintaining a productive work environment. We understand that circumstances may arise, but consistent absenteeism can have serious repercussions not only on your work but also on your colleagues.

We encourage you to address any issues that may be affecting your ability to attend work regularly. Please consider this letter a reminder of our policies regarding attendance and the importance of your contribution to the team.

We would like to schedule a meeting to discuss your attendance record and any support you may need to improve it. Please contact me at your earliest convenience to arrange a suitable time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]