

# Attendance Warning Letter

Date: [Insert Date]

To,

[Employee's Name]  
[Employee's Designation]  
[Department Name]  
[Company Name]

Dear [Employee's Name],

Subject: Attendance Warning for Prolonged Leave Without Notice

We have noticed that you have been absent from work since [Insert Date of First Absence] without any prior notice or communication. As per our records, you are currently [X days/weeks] overdue for your return.

Your prolonged absence has impacted our team's productivity and workload distribution. We value your contributions to the company; however, it is essential that all employees adhere to our attendance policy.

Please consider this letter as an official warning regarding your attendance. We expect you to report to work immediately or provide a valid explanation for your absence by [Insert Deadline]. Failure to comply may result in further disciplinary action.

We would appreciate your prompt attention to this matter. If you are facing any difficulties, please do not hesitate to reach out to your supervisor or HR department.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]