

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 recent unauthorized time off from work. Our records indicate that you were absent on [Insert Dates of Absences] without prior notification or approval.

As per our company policy, all absences must be communicated to your supervisor at least [Insert Notification Policy] in advance. Unauthorized absences disrupt workflow and place additional burden on your colleagues.

We value your contributions to our team, and we hope you understand the importance of adhering to our attendance policy. Continued unauthorized absences may result in further disciplinary action, up to and including termination of employment.

Please take this warning seriously and ensure that you follow the proper procedures moving forward. If you have any concerns or if there are extenuating circumstances you wish to discuss, please do not hesitate to reach out to me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]