

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. Our records indicate that you have accumulated [Number] unexcused absences from work since [Start Date]. This is contrary to our attendance policy which requires employees to maintain a regular attendance record.

We understand that there may be circumstances that affect your ability to attend work; however, it is important to communicate any issues with your supervisor as soon as possible. Continued unexcused absences may result in further disciplinary action, up to and including termination of employment.

We encourage you to discuss any challenges you are facing that may be impacting your attendance. Our goal is to support you in fulfilling your job responsibilities.

Please acknowledge receipt of this warning by signing below.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature