

# Attendance Warning Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Attendance Warning

Dear [Employee's Name],

This letter serves as a formal warning regarding your attendance record. It has come to our attention that you have violated the company's attendance policy on several occasions. Specifically, you were absent without notification on [insert dates].

We understand that unforeseen circumstances may occur; however, it is important to adhere to the attendance policy to ensure the smooth operation of our team.

Please take this warning seriously. Continued violations may result in further disciplinary action, up to and including termination. We encourage you to improve your attendance. Should you have any concerns or require assistance, please feel free to speak with me.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]  
[Manager's Position]  
[Company Name]