

Warning Letter for Unauthorized Absence

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as a formal warning regarding your unauthorized absence from work on [insert dates]. As per our company policy, it is imperative to inform your supervisor or HR in case of absence. Your failure to do so has resulted in a disruption to our operations and has raised concerns regarding your commitment to your role.

Please be advised that any future occurrences of unauthorized absence may result in further disciplinary action, up to and including termination of employment.

We value your contributions to our team, and we encourage you to take this opportunity to improve your attendance record. Should you have any concerns or need assistance, do not hesitate to reach out to your supervisor.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]