

Absenteeism Warning Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

Dear [Employee Name],

This letter serves as a formal warning regarding your recent absenteeism. Our records indicate that you have been absent from work on [Insert Dates of Absence] without prior notification or a valid excuse.

As per our company policy, unexcused absences can affect team productivity and workflow. We value your contribution but must address this matter seriously. We urge you to take this opportunity to improve your attendance moving forward.

Please be advised that continued absenteeism may result in further disciplinary action, up to and including termination of employment. We encourage you to discuss any issues you may be facing that are impacting your attendance.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]