

Attendance Policy Breach Notification

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to formally address an issue concerning your recent unscheduled leave from [insert dates of absence]. As per our company attendance policy, all employees are required to provide notice for planned absences, and unscheduled leave should be justified.

Your absence was noted without prior notification or approval, which constitutes a breach of the attendance policy outlined in the employee handbook. We take attendance and punctuality seriously as they are crucial to our operations.

Please consider this letter a formal warning regarding this matter. We encourage you to communicate any future absences as early as possible to avoid further disciplinary actions.

If you would like to discuss this matter further or provide an explanation regarding your recent absence, please feel free to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]