

Disciplinary Action Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal notice regarding your unscheduled absence from work on [Insert Dates of Absence]. As per our company policy on attendance, employees are expected to notify their supervisor of any absences in a timely manner.

Your absence has been noted, and it is important to understand that this may affect your performance evaluation and is subject to disciplinary action according to our employee handbook.

We recommend discussing this matter with your supervisor at your earliest convenience to clarify any circumstances surrounding your absence. Continuous unscheduled absences may lead to further disciplinary measures, including possible termination of employment.

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]