

# Formal Warning Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Formal Warning for Frequent Unscheduled Leave

Dear [Employee's Name],

This letter serves as a formal warning regarding your frequent unscheduled absences from work. Over the past [insert time frame], you have taken [insert number] unscheduled leaves, which has disrupted the workflow and affected team productivity.

While we understand the importance of personal matters, it is imperative that you adhere to established leave policies and communicate any absences in advance whenever possible. Continued unscheduled absences may lead to further disciplinary action, up to and including termination of employment.

Please treat this letter as a serious consideration of your attendance record and make the necessary adjustments. We encourage you to discuss any issues affecting your ability to attend work with your supervisor or the HR department.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]