

Attendance Warning Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This notice serves as a formal warning regarding your attendance record. Our records indicate that you have exceeded the allowable number of absences/tardies as stated in the company policy.

Specifically, you have been absent on [List Dates] without proper notification and documentation. As a result, we must address this issue to ensure that all employees adhere to our attendance guidelines.

Please understand that consistent attendance is crucial for the smooth operation of our team. We encourage you to improve your attendance moving forward. Failure to do so may result in further disciplinary action.

We are here to support you, so if there are any underlying issues affecting your attendance, we encourage you to discuss them with your supervisor or HR.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]