

Absenteeism Warning Letter

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee Name],

We are writing to address your recent absenteeism from work. Our records indicate that you have been absent on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

As per the company policy, excessive absenteeism can lead to a number of consequences, which may include:

1. A formal warning placed in your personnel file.
2. Possible suspension from work.
3. Termination of employment if the pattern continues.

We would like to offer you the opportunity to discuss this matter further. Please schedule a meeting with your supervisor or HR to talk about any issues you may be facing that are contributing to your absenteeism.

We hope to work together to resolve this issue and improve your attendance in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]