

# WARNING LETTER FOR ABSENTEEISM

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DATE

[Employee's Name]

[Employee's Street Address]

[Employee's City, State, and Zip Code]

Dear [Employee's last name]

This letter is a formal warning regarding your unapproved absence from work. We just examined your attendance and discovered that you were absent from work on [days] without notice.

That action is completely improper, and as we previously discussed, we cannot condone it because it violates our employee Attendance policy. As a result, you are warned that indulging in such activity will result in additional disciplinary action.

Please be aware that our team has placed you under close supervision to guarantee that you do not miss work without reasonable excuses.

Be informed, warned, and cautioned accordingly.

Sincerely