

Warning Letter For Absenteeism

XYZ Enterprises
456 Corporate Avenue
Enterprise City, EC 67890
hr@xyzenterprises.com
(987) 654-3210

July 9, 2024

Alice Johnson
Marketing Specialist
Marketing Department

Dear Alice Johnson,

Subject: Formal Warning for Absenteeism

I hope this letter finds you well. It is with concern that I write to address a serious issue regarding your attendance at work.

It has come to our attention that you have been absent from work without prior notice or approval on multiple occasions, specifically on June 20, June 25, and July 1, 2024. This pattern of absenteeism is unacceptable and goes against the company's attendance policy and employee expectations.

Regular attendance is crucial to the smooth operation of our team and the overall success of the company. Your repeated absences have disrupted workflows and placed additional burdens on your colleagues, impacting team morale and productivity.

This letter serves as a formal warning. You are expected to adhere to the following corrective actions immediately:

1. **Adherence to Attendance Policy:** Ensure that you are present at work as scheduled and adhere to the company's attendance policy.
2. **Notification of Absence:** If you are unable to attend work for any reason, you must notify your supervisor as soon as possible and provide a valid reason for your absence.
3. **Improvement in Attendance:** Demonstrate a significant improvement in your attendance record over the coming months.

Failure to improve your attendance and comply with these expectations may result in further disciplinary action, up to and including termination of employment.

We value your contributions to the company and hope that this matter can be resolved promptly. Please take this warning seriously and consider this an opportunity to reflect on your actions and make the necessary adjustments.

A copy of this warning letter will be placed in your personnel file. Should you wish to discuss this matter further, please contact me directly at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

Robert Brown
HR Manager
XYZ Enterprises