

# Warning Letter For Absenteeism

June 19, 2024

Alice Johnson  
Customer Service Representative  
Customer Service Department

Dear Alice,

Subject: Warning Letter for Absenteeism

I hope this letter finds you well. This letter serves as an official warning regarding your recent absenteeism at XYZ Corporation. We have observed a concerning pattern of unexcused absences that have not met the attendance standards required for your role as a Customer Service Representative.

Specifically, the following instances need immediate attention:

1. Unexcused absence on May 5, 2024.
2. Unexcused absence on May 12, 2024.
3. Unexcused absence on June 1, 2024.

Despite previous discussions and reminders about our attendance policy, there has been no noticeable improvement. We want to emphasize that consistent attendance is crucial for the smooth operation of our team and company.

To support your improvement, we propose the following steps:

1. Regular check-ins with your supervisor to discuss attendance.
2. Submission of a doctor's note or relevant documentation for any future absences.
3. Clear understanding and adherence to the company's attendance policy.

Failure to demonstrate significant improvement in your attendance may result in further disciplinary actions, up to and including termination of employment.

We are committed to supporting you in this improvement process and are confident in your ability to meet the required standards. Please acknowledge receipt of this letter and your understanding of its contents by signing and returning a copy.

Sincerely,

Robert Brown

HR Manager

robert.brown@xyzcorp.com

**Acknowledgment:**

I, Alice Johnson, acknowledge receipt of this warning letter and understand its contents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_