
Written Warning for Sickness

XYZ Corporation

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November 5, 2024

Subject: Written Warning for Excessive Absenteeism Due to Illness**To: John Doe**

Senior Analyst

Data Analysis Department

Dear John,

This letter serves as a formal written warning regarding your attendance record, specifically related to excessive absenteeism due to illness. As documented, you have been absent on 8 occasions over the past 3 months, which significantly exceeds the typical usage of sick leave for positions at your level.

While we understand that health issues can arise, consistent absenteeism affects not only your performance but also the operations of your team and department. According to our attendance policy, which you acknowledged on January 15, 2024, we expect employees to maintain a regular attendance record and manage their health proactively to fulfill their job responsibilities.

Actions Required:

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- Please ensure that any future sick leave is supported by a medical certificate, as per our company policy, especially in cases of absences exceeding two consecutive days.
 - Engage with our Human Resources department to discuss any ongoing health issues. We may be able to provide accommodations or resources to assist you in managing your health and maintaining your attendance.
 - Review our employee assistance programs, which might provide additional support for health issues that are impacting your work.

Failure to comply with these directives may result in further disciplinary action, up to and including termination of employment.

This warning is intended to help you understand the seriousness of the situation and to encourage immediate improvement in your attendance. We value your contributions to the team and are hopeful that with the proper care and adjustments, you will reach an acceptable attendance level.

For further discussion or to address any health accommodations, please schedule a meeting with your supervisor or Human Resources by November 12, 2024.

Sincerely,

Jane Smith
Human Resources Manager
XYZ Corporation
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