<Date>

<Employee Name>

<Employee Address>

Dear <Mr./Ms. Last Name>,

This letter aims to draw your attention to your absenteeism (attendance record) with the <Department Name>. It is also to admonish you for not succeeding in meeting the organization's acceptable attendance standards.

Also, you are being warned of further disciplinary action in case your attendance is still in the same state. We have noted that your absences from the workplace are frequent occurrences. The management cannot depend on your irregular attendance on your services for the <Department Name>.

The value of your contribution has greatly reduced due to your unstable attendance. You were told at the time of joining that the organization attaches a great deal of importance to regular attendance at all levels.

We have summarized the day-wise leave usage below to show how you failed to report to work. From <Date> to <Date> you absconded from work without getting them authorized on <X> occasions during the working period of <Y> days.

The management opined that such absences indicate your continued reluctance to comply with the set rules and regulations related to the request for leave in advance. We would also like to point out that <Z Number> of your <Number of> absences were taken before and after holidays/weekends/scheduled days off.

Your superiors have verbally counseled you on various occasions while discussing this unaccepted attendance level. They have also told you how you failed to adhere to procedures while requesting leave.

You can discuss the issue with me in writing or person concerning this letter's content. However, you have to do so within 7 (seven) calendar days.

You are requested to sign a copy of this letter suggesting your receipt and give it back to me. Your signature will simply indicate your acknowledgment of the letter. We will place a copy of this warning letter in your confidential personnel file.

Regards,

<Appropriate Signature Authority>

_____   _____

<Employee signature>   *<Date>*