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| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

*To: <Employee Name>*

*<Job Title>*

*<Work Address>*

*From: <Supervisor Name>*

*<Supervisor Title>*

*<Date>*

*Subject: Formal warning for using sick leaves*

*Dear <Employee Name>*

*Treat this as a warning letter related to your continuing attendance issues. Your uneven attendance has started affecting other parts of your work, thus making the need for improvement even more pertinent.*

*Our attendance records suggest that since <Date>, you utilized \_\_\_ days in total on \_\_\_\_\_ occasions. Also, \_\_\_\_ occasions were before or after the weekends.*

*I communicated to you during our meeting on <Date> that your continued non-attendance has become a matter of grave concern. Although we have been trying hard, you have not succeeded in achieving a good level of attendance.*

*This letter will serve as a documented warning that if you continue to take excessive sick leaves, you need to produce a proper medical certificate henceforth. Your performance appraisal may also see a dip in rating in the “attendance” section. We sincerely hope that this letter will offer you the necessary incentive to improve the usage of your sick leaves.*

*A copy of this warning letter will also go into your personnel file for future reference.*

*Your timely presence at the workplace and good health are both very crucial to use and are necessary for the department to operate smoothly.*

*Thank you.*

*Alex Green*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_*

*Employee’s Signature and Date*

*cc: Supervisory File*

*Labor Relations*

*Personnel File*