

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*

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*Employee's Signature and Date*

*cc: Supervisory File*

*Labor Relations*

*Personnel File*