

Employee Warning Letter

Attendance Policy Violation

Date:

To:

Employee Name: _____

Employee ID: _____

Department: _____

Dear _____,

This letter serves as an official written warning regarding your recent violations of the company's attendance policy.

Policy Violations

- Date(s) of absence/tardiness: _____
- Number of occurrences: _____
- Description: _____

Regular attendance is a vital part of your responsibilities, and repeated violations may lead to further disciplinary actions, up to and including termination of employment.

You are expected to adhere to the attendance policy going forward. Please treat this letter as a formal warning. If you believe there are circumstances we should be aware of, please bring them to the attention of your supervisor or Human Resources immediately.

Should violations continue, additional disciplinary action will be taken per company policy.

Employee Acknowledgment:

Signature: _____

Date: _____

Manager/Supervisor:

Name: _____

Signature: _____

Date: _____