

Date: [Date]

To: [Employee Name]

From: [Manager Name/Human Resources]

Subject: First Written Warning for Excessive Absenteeism

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent attendance record. Reliable attendance is an essential requirement of your position, and your frequent absences have begun to impact the team's productivity and operations.

Record of Absences:

Our records indicate that you have been absent on the following dates: [List Dates]. These absences are considered excessive and fall outside of the company's attendance policy.

Impact of Absenteeism:

Unscheduled absences create additional workload for your colleagues and disrupt scheduled projects. Consistency in your attendance is necessary to meet the expectations of your role.

Expectations:

Effective immediately, we expect you to adhere to the following:

- Report to work on time for all scheduled shifts.
- Follow the proper call-in procedures if you are unable to attend work.
- Maintain a consistent and reliable attendance record moving forward.

Consequences:

Please be advised that further instances of excessive absenteeism or failure to follow attendance protocols may result in additional disciplinary action, up to and including termination of employment.

We value your contributions and hope to see an immediate and sustained improvement in your attendance. Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Signature]

[Manager Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have had the opportunity to discuss it with my supervisor.

Employee Signature: _____ Date: _____