

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

From: [Manager Name/HR Department]

Subject: Formal Warning: Violation of Corporate Attendance Policy

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attendance record. It has been noted that you have violated the company's established attendance policy.

Details of Violation:

- **Date(s) of Absence/Tardiness:** [Insert Dates]
- **Type of Violation:** [e.g., Unexcused absence, excessive tardiness, failure to notify supervisor]

According to our Corporate Attendance Policy, employees are expected to be present and punctual for all scheduled shifts. Consistent attendance is essential for the efficient operation of our team and the company.

Required Action:

Immediate improvement in your attendance is required. You are expected to adhere to your assigned work schedule and follow the proper procedures for reporting any unavoidable absences or delays.

Please be advised that further violations of this policy may lead to additional disciplinary action, up to and including termination of employment.

If there are extenuating circumstances that we should be aware of, please contact the Human Resources department immediately to discuss them.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

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

Employee Signature

Date: _____