Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Formal Warning: Failure to Follow Attendance Policy

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to adhere to the company's attendance and notification policy. Specifically, this notice relates to the following incident(s):

- **Date of Absence/Tardiness:** [Date]
- **Reason for Policy Violation:** [e.g., Unexcused absence, failure to call in, or persistent lateness]

According to our Employee Handbook, employees are required to [describe policy, e.g., notify their supervisor at least one hour before their shift starts]. Your failure to do so on the date(s) mentioned above has resulted in an unscheduled disruption to our operations.

Effective immediately, you are expected to arrive at work on time and follow all procedures for reporting absences. Please be advised that further violations of the attendance policy may lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge that you have received and understood this notice.

Sincerely,

[Your Signature]

[Your Printed Name/Title]

Employee Acknowledgment:

Signature: _____ Date: _____