Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Insert Job Title]

Subject: Formal Warning Letter for Excessive Absenteeism

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attendance record. It has been noted that between the dates of [Start Date] and [End Date], you have been absent from work for [Number] days.

According to our records, these absences were [unexcused / exceeded your leave balance]. Regular attendance is a vital requirement of your position, and your frequent absences have caused disruptions to the team's operations and productivity.

We have previously discussed your attendance on [Date of previous meeting, if applicable], yet no significant improvement has been observed. We value your contributions to the company, but we must emphasize that consistent attendance is mandatory.

Effective immediately, you are expected to be present and on time for all scheduled shifts. Any future absences must be requested and approved in accordance with company policy. Failure to improve your attendance or further instances of unexcused absences may lead to additional disciplinary action, up to and including termination of employment.

Please sign a copy of this letter to acknowledge that you have received and understood this warning. If you are experiencing personal circumstances affecting your attendance, please contact the Human Resources department to discuss available support.

Sincerely,

[Manager Name]
[Manager Title]
[Company Name]

Acknowledgment of Receipt:

_____
[Employee Signature]

_____
[Date]