

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: FINAL WRITTEN WARNING - EXCESSIVE ABSENTEEISM

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued excessive absenteeism and failure to adhere to the company's attendance policy. Despite previous discussions and warnings issued on [Dates of Previous Warnings], your attendance has not reached an acceptable level.

Specifically, you have been absent on the following dates: [List Dates]. These absences are considered [unexcused/excessive] and have caused significant disruption to team operations and productivity.

Required Improvements:

Effective immediately, you are required to maintain perfect attendance with no unexcused absences or instances of tardiness. You must follow all standard call-in procedures as outlined in the Employee Handbook.

Consequences:

Please be advised that this is your final warning. Failure to demonstrate immediate and sustained improvement in your attendance will result in further disciplinary action, up to and including the termination of your employment with [Company Name].

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further attendance violations.

Signature: _____ Date: _____