

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Documented Verbal Warning for Unauthorized Absence

Dear [Employee Name],

This letter serves as a formal documentation of the verbal warning issued to you on [Date of Meeting] regarding your unauthorized absence from work.

**Incident Details:**

On [Date of Absence], you were absent from your scheduled shift. According to our records, you failed to follow the established call-in procedures and did not receive prior authorization for this time off.

**Policy Violation:**

This behavior is a violation of the company's Attendance and Leave Policy, which requires all employees to [state requirement, e.g., notify their supervisor at least one hour before their shift starts].

**Expectations:**

Moving forward, you are expected to report to work as scheduled. If an emergency arises, you must follow the proper notification procedures as outlined in the Employee Handbook.

**Consequences:**

Please be advised that further instances of unauthorized absences or failure to follow attendance protocols may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this documented verbal warning and understand the expectations set forth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_