

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: First Written Warning for Unauthorized Absenteeism

Dear [Employee Name],

This letter serves as a formal written warning regarding your unauthorized absence from work. On [Insert Date(s)], you were absent from your scheduled shift without prior approval or notification to your supervisor.

According to our company policy, employees are required to [Insert Policy, e.g., notify their manager at least one hour before their shift starts]. Your failure to report for work or follow the proper call-in procedures has a negative impact on our operations and team productivity.

We previously discussed your attendance on [Insert Date of Verbal Warning, if applicable]. This written warning is intended to emphasize the seriousness of this matter. We expect you to maintain regular attendance and strictly adhere to the company's notification procedures moving forward.

Please be advised that further instances of unauthorized absenteeism or failure to follow attendance protocols 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. If you are experiencing personal circumstances affecting your ability to work, please contact the Human Resources department to discuss any available support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this written warning and understand its contents.

Employee Signature

Date