

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**From:** [Supervisor/Manager Name]

**Subject:** Second Written Warning for Excessive Absenteeism

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued excessive absenteeism. Despite the previous verbal and written warnings issued on [Date of First Warning], your attendance has not met the required standards of [Company Name].

**Records of Absence:**

Since your last warning, you have been absent on the following dates: [List Dates]. To date, you have exceeded the permitted number of absences allowed under our company policy.

**Impact of Absenteeism:**

Your frequent absences cause significant disruption to team operations, increase the workload of your colleagues, and affect the overall productivity of the department.

**Required Improvement:**

You are required to show immediate and sustained improvement in your attendance. Effective immediately, you must adhere to the following expectations:

- Report to work on time for all scheduled shifts.
- Follow the proper call-in procedures if you are unable to attend work.
- Provide valid documentation (such as a doctor's note) for any future medical absences.

**Consequences:**

Failure to improve your attendance or further violations of the company attendance policy will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

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[Manager Signature]

**Employee Acknowledgment:**

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[Employee Signature]

**Date:** \_\_\_\_\_