Date: [Insert Date]

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

Subject: FINAL WRITTEN WARNING - EXCESSIVE ABSENTEEISM

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your continued excessive absenteeism. Despite previous discussions and warnings issued on [Date of Previous Warnings], your attendance record has not improved to an acceptable level.

Records indicate that since your last warning, you have been absent on the following dates: [List Dates]. These absences have caused significant disruption to team operations and productivity.

Reliable attendance is a fundamental requirement of your position. This letter is your final opportunity to correct this behavior. You are required to meet the following expectations immediately:

- Maintain consistent and punctual attendance according to your scheduled hours.
- Follow all company procedures for reporting absences or lateness.
- Provide valid documentation for any future medical absences if requested.

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.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further absenteeism.

_____
[Employee Signature]

Date: _____