Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID Number]
Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING - UNAUTHORIZED ABSENCE

Dear [Employee Name],

This letter serves as a formal final written warning regarding your unauthorized absence from work. This disciplinary action is being taken following our meeting on [Date of Meeting], attended by [Names of Attendees].

It has been recorded that you were absent from duty without authorization or notification on the following date(s): [Insert Dates]. This conduct is a violation of the company's attendance policy and follows previous discussions/warnings regarding your attendance held on [Dates of Previous Warnings, if applicable].

Please be advised that your attendance will be closely monitored. You are expected to adhere to your assigned work schedule and follow the standard procedure for requesting leave or reporting an absence. Specifically, you must [Insert specific reporting instruction, e.g., call your manager before 8:00 AM].

Failure to show immediate and sustained improvement in your attendance, or any further instances of unauthorized absence, 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 personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

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

Employee Acknowledgment:

I acknowledge that I have received this final written warning and understand the consequences of further unauthorized absences.

Signature: _____ Date: _____