

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: First Written Warning for Poor Attendance

Dear [Employee Name],

This letter serves as a formal written warning regarding your attendance record. We have noted that your frequent absences and/or instances of tardiness have exceeded the company's acceptable limits.

Specifically, the following dates/incidents have been recorded:

- [Date]: [Reason/Type of Absence]
- [Date]: [Reason/Type of Absence]
- [Date]: [Reason/Type of Absence]

Reliable attendance is an essential requirement of your position. Your absence places an additional burden on your colleagues and disrupts the operations of the department. We previously discussed this matter informally on [Date of verbal warning], but unfortunately, no sustained improvement has been seen.

We expect you to adhere to the company's attendance policy effective immediately. Please be advised that your attendance will be closely monitored over the next [Number] days. Failure to improve your attendance or further violations of the company policy may lead to additional disciplinary action, up to and including termination of employment.

If there are specific circumstances affecting your ability to report to work, please discuss them with me or the Human Resources department immediately so we can determine if any assistance or accommodations are necessary.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

[Employee Signature]

Date: _____