

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Second Written Warning for Excessive Absenteeism

Dear [Employee Name],

This letter serves as a formal second written reprimand regarding your continued failure to adhere to the company attendance policy. On [Date of First Warning], you were issued a first written warning regarding your absenteeism. However, since that time, your attendance has not met the required standards.

Specifically, you were absent on the following dates: [List Dates].

These absences are considered [unexcused/excessive] and have caused a disruption to departmental operations and increased the workload for your colleagues. Reliable attendance is an essential requirement of your position.

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

- Report to work on time for all scheduled shifts.
- Follow the proper call-in procedures if you are unable to report to work.
- Provide valid documentation for any future absences if requested.

Please be advised that failure to correct this behavior and maintain consistent attendance will result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Supervisor Signature]

[Supervisor Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents. My signature does not necessarily indicate agreement with the statements above.

Employee Signature

Date