

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Official Letter of Reprimand - Unexcused Absences

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent unexcused absences from work. Specifically, you were absent on the following dates: [List Dates], without prior authorization or notification to your supervisor.

Reliable attendance is an essential requirement of your position. Your failure to report to work or provide timely notification has a negative impact on team productivity and violates company policy as outlined in the [Company Name/Employee Handbook].

Previous discussions regarding your attendance were held on [Date of Previous Warning, if applicable]. Despite these discussions, your attendance has not reached the required standard.

Effective immediately, you are expected to adhere to the following requirements:

- Report to work on time for all scheduled shifts.
- Follow the official call-in procedure if you are unable to attend work due to an emergency.
- Request any planned time off at least [Number] days in advance.

Please be advised that further instances of unexcused absences or failure to follow attendance protocols will result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Manager Name]

[Manager Title]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand its contents.

Employee Signature

Date