Date: [Insert Date]

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

Subject: Initial Warning for Unexcused Absence

Dear [Employee Name],

This letter serves as a formal initial warning regarding your unexcused absence from work on [Date(s) of Absence].

According to our records, you failed to report for your scheduled shift and did not follow the company's mandatory call-in procedures to notify your supervisor or the HR department. As of the date of this letter, no valid documentation or explanation has been provided for this absence.

Reliable attendance is an essential requirement of your position. Unscheduled and unexcused absences disrupt operations and place an unfair burden on your colleagues. This behavior is in violation of the company's Attendance Policy as outlined in the Employee Handbook.

We expect immediate improvement in your attendance. Please be advised that further instances of unexcused absences or failure to follow notification protocols may lead to additional disciplinary action, up to and including termination of employment.

If there are extenuating circumstances regarding this absence that we should be aware of, please contact me or the Human Resources department immediately to discuss them.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

I have received a copy of this warning and understand its contents.

Signature: _____ Date: _____