Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Department: [Insert Department]

Subject: FINAL WARNING FOR UNAUTHORIZED ABSENCE

Dear [Employee Name],

This letter serves as a formal Final Warning regarding your continued unauthorized absence from work. It has been noted that you were absent without prior approval or notification on the following date(s): [Insert Dates].

This behavior is a direct violation of the company's attendance policy and follows previous discussions/warnings issued on [Insert Date of Previous Warnings]. Despite these prior notifications, your attendance has not improved to an acceptable level.

Unauthorized absence disrupts operations and places an unfair burden on your colleagues. Please be advised that this is your final warning. We expect you to maintain regular attendance and strictly follow the company's procedure for requesting leave or reporting absences moving forward.

Failure to comply with these expectations 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 permanent personnel file.

Sincerely,

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

Employee Acknowledgment:

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

Signature: _____ Date: _____