

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Second Formal Written Warning for Unauthorized Absence

Dear [Employee Name],

This letter serves as a second formal written warning regarding your ongoing unauthorized absences from work. On [Insert Date(s) of Absence], you failed to report for your scheduled shift and did not follow the company's mandatory absence notification procedures.

A formal meeting was held on [Date of Meeting] with [Names of Attendees] to discuss this matter. During this meeting, it was noted that you previously received a first formal warning on [Date of First Warning] for the same issue.

Your repeated failure to attend work without authorization or communication is a serious violation of company policy and is placing an undue burden on your department and colleagues.

Expectations for Improvement:

- You are required to attend all future scheduled shifts on time.
- In the event of an emergency, you must contact [Manager Name/Department] by [Time] according to the company handbook.
- Any future absence must be supported by valid documentation (e.g., a medical certificate).

Please be advised that your performance and attendance will be closely monitored. Failure to demonstrate immediate and sustained improvement, or any further instances of unauthorized absence, may lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____