

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: First Warning Letter for Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal warning regarding your attendance and punctuality. We have noted that your recent performance in this area has fallen below the expected standards of [Company Name].

Details of Concern:

- **Dates of Absence/Tardiness:** [List specific dates]
- **Total Instances:** [Insert number]
- **Description:** [Optional: e.g., Unexcused absence or arriving late by X minutes]

Reliable attendance is an essential requirement of your position. Your absences and/or lack of punctuality create operational difficulties and increase the workload for your colleagues.

Expectations:

Effective immediately, you are required to adhere to the following:

- Report to work on time according to your scheduled hours.
- Follow the company's call-in procedure for any emergency absences.
- Ensure all future leave is requested and approved in advance.

Please be advised that this is a first formal warning. Your attendance will be monitored closely over the next [Number] days. Failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

If you are facing specific challenges that contribute to these issues, please contact [HR/Manager Name] to discuss potential support or solutions.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the expectations outlined above.

[Employee Signature]

[Date]