

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Final Written Warning - Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued failure to meet the company's attendance and punctuality standards. Despite previous [verbal/written] warnings issued on [Dates of Previous Warnings], your attendance record has not shown the necessary improvement.

Specifically, the following incidents have been recorded since your last warning:

- Date: [Date] - [Description of Absence/Tardiness]
- Date: [Date] - [Description of Absence/Tardiness]
- Date: [Date] - [Description of Absence/Tardiness]

Your frequent unscheduled absences and lateness cause significant disruption to team operations and place an unfair burden on your colleagues. Reliability is a fundamental requirement of your position.

Required Improvement:

Effective immediately, you are required to report to work on time for all scheduled shifts. Any further instances of unauthorized absence, unexcused lateness, or failure to follow proper call-in procedures will result in further disciplinary action, up to and including the termination of your employment.

We value your contributions to the team and hope that you will take this opportunity to correct these issues. Please let us know if there are specific circumstances you wish to discuss that may be affecting your ability to attend work.

Please sign below to acknowledge that you have received this letter and understand the seriousness of the situation.

Sincerely,

[Manager Name]

[Title]

Acknowledgment of Receipt:

[Employee Signature]

[Date]