

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: First Written Warning for Excessive Absenteeism

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent attendance record. Our records indicate that you have been absent from work on the following dates: [List Dates].

These absences are considered excessive and are in violation of the company's attendance policy. Reliable attendance is a core requirement of your position, as unscheduled absences create operational difficulties and place an additional burden on your colleagues.

We have previously discussed your attendance on [Date of verbal warning, if applicable]. Despite this, there has not been a satisfactory improvement in your reliability.

Immediate and sustained improvement in your attendance is required. We expect you to report to work on time and as scheduled moving forward. If you are unable to report for work, you must follow the proper notification procedures as outlined in the Employee Handbook.

Please be advised that further instances of unauthorized or excessive absenteeism may result in additional disciplinary action, up to and including termination of your employment.

If there are specific circumstances affecting your ability to attend work that you wish for us to consider, please contact [HR Representative Name] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

Signature: _____ Date: _____