

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: SECOND WARNING FOR UNEXCUSED ABSENCE

Dear [Employee Name],

This letter serves as a second formal warning regarding your continued unexcused absences from work. Despite the previous warning issued on [Date of First Warning], our records indicate that you were absent without authorization on the following date(s):

- [Insert Date]
- [Insert Date]

Your failure to report to work or notify your supervisor is a violation of company policy. Consistent attendance is essential for the operations of [Company Name], and your absences are causing a disruption to the team's productivity.

Please be advised that this is a serious matter. We expect immediate and sustained improvement in your attendance. You are required to follow the standard call-in procedures if you are unable to attend work due to an emergency.

Failure to correct this behavior immediately may lead to further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____