

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING - ATTENDANCE

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your continued failure to adhere to the company's attendance and punctuality policy. Despite previous discussions and warnings issued on [Date of Previous Warnings], your attendance record has not shown the necessary improvement.

Summary of Violations:

- [Date]: [Description of absence or tardiness]
- [Date]: [Description of absence or tardiness]
- [Date]: [Description of absence or tardiness]

Expectations:

Effective immediately, you are expected to report to work on time for every scheduled shift. You must follow the standard call-in procedures if you are unable to report to work due to an emergency. Failure to meet these expectations will be considered a violation of company policy.

Consequences:

This is your final warning. Please be advised that any further attendance violations, including unexcused absences, excessive tardiness, or failure to follow notification procedures, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Manager Signature]

[Manager Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further attendance issues.

Employee Signature

Date