

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: First Written Warning for Habitual No-Show Policy Violation

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent attendance record. Specifically, it has been noted that you have failed to report to work and failed to notify your supervisor on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

Failure to report for a scheduled shift without prior notification is a violation of our company's Attendance and No-Show Policy. This behavior is disruptive to our operations and places an undue burden on your colleagues.

According to our policy, employees are required to notify [Manager Name/Department] at least [Number] hours/minutes before their shift starts if they are unable to attend. Your recent absences were unexcused and undocumented.

Required Action:

Effective immediately, you are expected to adhere to all attendance policies. This includes reporting to work as scheduled and following the proper call-out procedures if an emergency arises.

Please be advised that further instances of "No-Call, No-Show" or habitual absenteeism may lead to additional disciplinary action, up to and including termination of employment.

We value your contributions to the team and hope to see an immediate and sustained improvement in your attendance.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Name]
[Title]

Employee Acknowledgment:

Signature: _____ Date: _____