

Date: [Insert Date]

To: [Recipient Name]

ID Number: [Employee/Student ID]

Department: [Department Name]

Subject: LETTER OF WARNING: REPEATED MISSED CONSULTATIONS

Dear [Recipient Name],

This letter serves as a formal warning regarding your repeated failure to attend scheduled consultations. Our records indicate that you have missed consultations on the following dates without prior notification or valid justification:

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

These consultations are essential for [state purpose, e.g., monitoring progress/project updates/professional development]. Missing these appointments disrupts the schedule of the staff involved and hinders the necessary progress of your [work/studies].

Please be advised that regular attendance at scheduled meetings is a requirement. You are expected to provide at least [Number] hours of notice if you are unable to attend a future session due to an emergency.

Failure to improve your attendance or further instances of missed consultations may result in more severe disciplinary action, up to and including [state potential consequence].

We expect to see immediate improvement in your punctuality and reliability. Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

Acknowledgment of Receipt:

I confirm that I have received this letter and understand the expectations set forth.

[Recipient Signature]

Date: _____