[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Formal Warning Regarding Unexcused Absence

Dear [Employee Name],

This letter serves as a formal warning regarding your attendance record at [Clinic Name]. It has been noted that you were absent from your scheduled shift on [Date] without prior authorization or notification.

Consistent attendance is essential to provide quality care to our patients and to maintain the efficiency of our dental team. Your absence resulted in [mention impact, e.g., rescheduled patient appointments/increased workload for staff].

According to our employee handbook, all staff members are required to follow the proper call-in procedures if they are unable to report for duty. Your failure to do so on this occasion is a violation of our clinic policy.

We value your role in our clinic; however, immediate improvement in your attendance is required. Further instances of unexcused absences or failure to follow notification procedures may lead to additional disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager Name]
[Title]
[Clinic Name]

Employee Acknowledgment:

I acknowledge that I have received and read this warning letter.

Signature: _____ Date: _____