

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: FIRST WRITTEN WARNING: Repeated No-Show / Failure to Report

Dear [Employee Name],

This letter serves as a formal written warning regarding your attendance. Records indicate that you failed to report for your scheduled shifts on the following dates:

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

On these occasions, you did not provide prior notification or follow the company's established call-in procedures. This behavior is classified as a "No-Call, No-Show."

Reliable attendance is an essential requirement of your position. Your absence without notice places an undue burden on your colleagues and disrupts our operations. It is your responsibility to notify [Manager Name/Department] at least [Number] hours before your shift if you are unable to work.

Expectations:

Moving forward, you are expected to report for all scheduled shifts on time. If an emergency arises, you must contact your supervisor directly via [Phone/Email] according to company policy.

Consequences:

Please be advised that further instances of unexcused absences or failure to follow notification procedures will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations moving forward.

Sincerely,

[Manager Signature]

[Manager Name]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and have discussed it with my supervisor.

Signature: _____ Date: _____