

Warning Letter for Employee Misconduct: Absenteeism

Date: [Insert Date]

To,
[Employee Name]
[Employee Designation]
[Department/Section]
[Company Name]

Subject: **Warning Letter for Misconduct â€“ Absenteeism**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attendance record, which constitutes misconduct as per our company's attendance policy. Specifically, it has been observed that:

- You have been absent without approval on [mention specific dates].
- You have reported to work late on [mention dates/times].
- There is a consistent pattern of unnotified absences and late arrivals despite previous verbal reminders.

Regular and timely attendance is essential for maintaining workplace productivity and ensuring smooth operations. Unscheduled absences and tardiness disrupt workflow and place undue burden on your colleagues and the organization.

As outlined in the Employee Handbook (Section [insert section]), repeated violations of attendance and punctuality policies may result in disciplinary actions, up to and including termination of employment.

You are hereby instructed to adhere strictly to your work schedule and immediately correct your attendance behavior. Failure to show significant and sustained improvement may lead to further disciplinary action.

We encourage you to treat this matter seriously and take immediate corrective action. Should you be facing any personal or work-related challenges that affect your attendance, you are encouraged to communicate with your supervisor or the HR department for support.

Please acknowledge receipt of this letter by signing and returning the attached copy.

Sincerely,
[Supervisor/Manager Name]
[Designation]
[Company Name]

Employee Acknowledgement:

I, [Employee Name], acknowledge receipt of this warning letter regarding my attendance and understand the consequences of further violations.
Signature: _____ Date: _____