

Date: [Insert Date]

To: [Employee Name]  
[Employee Position/Department]  
[Company Name]

**Subject: Formal Warning Letter for Employee Misconduct – Unauthorized Absence**

Dear [Employee Name],

This letter serves as a **formal warning** regarding your recent unauthorized absence from work on [insert specific date(s)]. You did not provide prior notice or seek approval for your absence according to our company's policies.

At [Company Name], all employees are expected to adhere strictly to attendance and punctuality guidelines as outlined in the Employee Handbook. Regular attendance is essential to maintaining a productive and efficient work environment. Unauthorized absences disrupt workflow, cause additional work for your colleagues, and negatively impact overall team performance.

As per our records, your absence(s) on [insert date(s) or range] was not approved, and there was no communication explaining your absence during this period. This constitutes a violation of our company's attendance policy.

**Consequences of Continued Violations:**

- Further unauthorized absence may result in escalated disciplinary action, up to and including termination of employment.
- Repetition of such behavior will be documented in your personnel file.

We expect immediate improvement in your attendance. Future absences must be reported to your supervisor or the HR department in accordance with company procedures. Failure to comply will result in further disciplinary action.

Please acknowledge receipt and understanding of this warning letter by signing below and returning a copy to the Human Resources department.

If you have any questions or would like to discuss this matter, please contact [HR Contact Name] at [HR Contact Information].

We trust you will treat this matter with the seriousness it deserves and take proactive steps to avoid recurrence.

Sincerely,

[Manager/Supervisor Name]  
[Title]  
[Company Name]

Employee Acknowledgement:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_