

Official Attendance Discipline Warning Letter

Subject: Attendance Disciplinary Action

Dear [Employee Name],

This letter serves as a formal warning regarding your repeated absences and tardiness. Records indicate that you have been absent without prior approval on [Number] occasions between [Start Date] and [End Date].

Regular attendance is essential for maintaining operational efficiency. You are required to improve your attendance immediately. Failure to comply may result in further disciplinary action, including suspension or termination.

Please acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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