

Serious Attendance Violation Notice

Subject: Serious Attendance Violation

Dear [Employee Name],

Despite previous warnings, your attendance record continues to be unsatisfactory. You were absent without notification on [List Dates], which is a violation of company policy.

You are hereby instructed to provide an explanation in writing within [Number] days. Continued non-compliance may lead to suspension or termination.

Sincerely,

[HR Manager Name]

[Company Name]

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