

Disciplinary Letter for Absenteeism

Subject: Notice of Disciplinary Action

Dear [Employee Name],

It has been noted that you were absent without prior approval on [Dates]. Such absenteeism violates company policy and affects team productivity.

You are required to provide an explanation for your absence in writing within [Number] days. Failure to comply may result in further disciplinary measures.

Sincerely,

[HR Manager Name]

[Company Name]

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