

Warning for attendance issues

Subject: Warning for Attendance Irregularities

Dear [Employee Name],

This letter is to formally warn you regarding your attendance record. We have observed repeated tardiness and unapproved absences over the past [time period]. Reliable attendance is a basic requirement of your role and a key part of maintaining team efficiency.

If there are underlying issues contributing to these absences, we encourage you to inform us so we can provide the necessary support. However, continued violations will lead to further disciplinary measures.

Please take corrective action immediately to avoid escalation.

Sincerely,

[Manager's Name]

[Title]

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