

Disciplinary Warning Letter for Attendance Issues

Subject: Warning for Attendance Irregularities

Dear Mr. Ahmed,

This letter is to formally warn you regarding your frequent absenteeism from work. Attendance records indicate multiple unapproved absences over the last month.

Please ensure that you comply with company attendance policies moving forward. Failure to do so may result in further disciplinary measures.

Regards,

[Your Name]

[Supervisor]

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