

Warning email for excessive absenteeism or lateness

Subject: Final Warning Regarding Attendance

Dear [Employee's Name],

This is to formally notify you that your attendance record remains unsatisfactory. You have been absent/late on several occasions without proper justification, even after prior warnings.

Consistent attendance is critical to maintaining productivity and teamwork. Please be advised that this is your final warning. Any further unexcused absences or tardiness will result in disciplinary action, which may include termination of your employment.

We encourage you to take corrective steps immediately. Should you need assistance with managing your schedule, kindly reach out to HR for support.

Sincerely,

[Manager's Name]

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