

First Warning Letter for Attendance Issue

Subject: First Warning Regarding Attendance

Dear [Employee Name],

This letter serves as a formal first warning concerning your attendance record. It has been noted that you have been absent without prior notice on multiple occasions, specifically on [list dates]. Consistent attendance is critical for the smooth functioning of our team. Please treat this letter as a formal notice to improve your attendance immediately. Further infractions may result in a final warning or additional disciplinary action.

We expect your full cooperation and commitment to improving your attendance.

Sincerely,

[Your Name]

[Position]

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