

Official warning letter for repeated absenteeism

Subject: Warning for Excessive Absenteeism

Dear [Employee Name],

It has been observed that you have been absent from work without valid reason on multiple occasions between [Start Date] and [End Date]. Regular attendance is critical to the smooth functioning of our organization, and repeated absenteeism disrupts team productivity.

This letter serves as a formal warning. Continued absenteeism may lead to further disciplinary action, including suspension or termination. We urge you to address this issue promptly and ensure regular attendance going forward.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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