

Strongly worded formal absenteeism warning

Subject: Serious Warning Regarding Absenteeism

Dear [Employee Name],

Your repeated unexcused absences on [list of dates] have raised significant concern. This behavior violates company policy and affects operational efficiency.

Consider this a serious warning. Failure to improve attendance may result in stricter disciplinary actions, including termination of employment.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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