

Preliminary warning for absenteeism

Subject: Preliminary Warning on Attendance

Dear [Employee Name],

This letter serves as a preliminary notice regarding your recent absences on [list of dates]. While we understand occasional absences, repeated patterns need attention.

Please consider this a warning and ensure attendance improves. Further action may be taken if the situation does not improve.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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