

Notification of attendance issues for record-keeping

Subject: Attendance Notification

Dear [Employee Name],

Records indicate that you have been absent without prior notification on multiple occasions. This letter serves to formally document the attendance issue.

We encourage you to adhere to your work schedule and inform your manager in advance of any future absences. Continued absenteeism may lead to formal disciplinary measures.

Best regards,

[Manager Name]

[Position]

[Company Name]

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