

# Warning Letter To Employee For Not Coming To Work

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Unauthorized Absence

I am writing this letter to express my concern regarding your recent unauthorized absence from work on [Date(s) of Absence]. It has come to our attention that you did not report to work and did not seek prior approval for your absence. As an employee of [Company Name], it is essential to abide by company policies and adhere to the rules and regulations set forth in the employee handbook. Your absence without any valid reason or prior notice creates operational difficulties and negatively impacts the productivity and functioning of the team. It is crucial for all employees to maintain regular attendance and punctuality to ensure the smooth operation of the company and to meet our business goals.

As per the company's attendance policy, any absence from work must be reported to your immediate supervisor or the HR department as soon as possible. If you are unable to attend work due to unforeseen circumstances, you are required to notify the company in advance and provide appropriate documentation supporting your absence.

Please understand that unauthorized absences are taken seriously, and it reflects negatively on your commitment to your job responsibilities and the company as a whole. Therefore, we expect you to treat this matter seriously and ensure that such incidents do not occur in the future.

Going forward, we expect the following from you:

1. Adhere strictly to the company's attendance policy, including notifying your supervisor or HR in advance for any planned absences or providing valid reasons for unplanned absences.
2. In case of any health or personal issues that may affect your attendance, notify your supervisor or the HR department as soon as possible and provide relevant documentation, if applicable.
3. Improve your punctuality and attendance to fulfill your job responsibilities effectively.

Failure to rectify your attendance and punctuality issues may result in further disciplinary action, including written warnings, suspension, or even termination of employment.

We believe in your potential as an employee, and we want to support you in being successful at your job. If you are facing any challenges that are affecting your attendance, please feel free to discuss them with your supervisor or HR, and we will explore possible solutions together.

This warning letter is being documented in your employee file, and we sincerely hope that you will take the necessary steps to address this matter promptly. We trust that you will demonstrate the professionalism and commitment expected of you as a valued member of our team.

If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]