

First Reminder Warning Letter for Not Coming to Work

Subject: First Warning for Attendance Violation

Dear [Employee Name],

We have noted that you did not report to work on [Date(s)]. While we understand occasional emergencies may occur, failure to inform your supervisor or HR in advance is unacceptable.

This letter serves as a first formal warning. Continued absences without notice may lead to further disciplinary actions. Kindly adhere to the company's attendance policy moving forward.

Best regards,

[Manager Name]

[Position]

[Company Name]

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