

Serious Warning Letter for Repeated Absences

Subject: Serious Warning for Repeated Absences

Dear [Employee Name],

It has been observed that you have been absent on multiple occasions ([List Dates]) without prior approval. Repeated unexcused absences disrupt workflow and affect team performance.

This letter serves as a serious warning. Any further occurrence may result in suspension or termination according to company policy. Please take immediate corrective action.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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