

Provisional Warning Letter for Pending Absence Investigation

Subject: Provisional Warning for Attendance Issue

Dear [Employee Name],

This letter serves as a provisional warning regarding your absence on [Date(s)]. The circumstances of your absence are currently under review.

Depending on the findings, further action may be taken in line with company policy. Please provide any explanation or supporting documentation regarding your absence immediately.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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