

Official HR Warning for Unresponsiveness

Subject: Warning for Non-Response to HR Communication

Dear [Employee Name],

The HR Department has attempted to reach you several times regarding [specific issue: attendance update, policy acknowledgment, etc.], but no response has been received to date.

It is crucial for all employees to respond to HR communications promptly, as these messages often involve compliance and organizational policy matters. Non-responsiveness is a breach of company policy.

Please treat this as a written warning and respond to the pending communication immediately to avoid escalation.

Sincerely,

[HR Manager's Name]

[HR Department]

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