**Employee Warning Email Template**

**Email subject line:** Warning notice for [attendance] / Warning notice / Final warning notice

Dear *[*Employee’s name*],*

As we have recently discussed, your [absenteeism] is negatively affecting both your individual performance at work and your team’s productivity. We take [attendance at work] seriously and we expect all our employees to [comply with our company’s policy regarding time off].

However, you have *frequently violated [*this policy*]* and [have exceeded the number of days you can be absent from work] despite reprimands. More specifically, [in the last month you did not show up at work on X, Y, Z without any prior notice to either HR or your manager.] We do understand that unexpected issues may arise occasionally and we [are flexible (for example, by giving the option to work from home or take a sick leave to take care of a sick family member).] But we still expect our employees to be professional and act in our company’s best interest.

This is your [first] warning notice. We expect you to correct your behavior and [request time off in advance and in a formal way (e.g., via email to your manager or through our HRIS.)*]* Otherwise, we will have to take further disciplinary action, up to and including termination.

I am available to discuss any complications you face that cause your [absence at work.] Please, contact me directly if there is any way I can help you.

Sincerely,

*[*Your name*]  
[*Your email signature*]*