**Frequent Absence Warning Letter**

Date: <The date when the letter was generated>

Name: <Full Name of employee>  
Address: <Address of office location>

**Re: Warning for Irregular Attendance**

Dear <First name of the Employee>,

This letter is to serve a written warning to you for being irregular at work in <specify period>. We have observed the following issues. <Remove the non-applicable items>

* **–** You are taking too many leaves without prior approval of your supervisor
* **–** You are late at work or often leave prior to the close of office hours
* **–** You do not spend required hours in office
* **–** You do not conform to your shift timings

It has come to my knowledge that your supervisor has already discussed this with your multiple times but there is no improvement seen so far. Please consider this letter as an official warning from the management of our company.

Office is a place where your presence matters. Every employee (including you) has work targets and responsibilities and unexpected absence of any team member hampers the productivity and eventual outcomes that everyone is working for. Irregular attendance also affects the team morale and company discipline.

We are putting you on a warning period of <specify duration> and your attendance will be observed closely. If you continue to violate these policies and do not show changes in your behavior, the company reserves the right to terminate your employment without any further notice.

If you need of my assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgement of the discussion and document specific outcomes in the notes section below.

Sincerely,

|  |  |
| --- | --- |
| <Your Name> | <Employee Name> |
| <Title> | <Employee Title and Department> |
| <Date> | <Date> |
| <Signature> | <Employee Signature> |