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_____
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Email: _____

Date: _____

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Email: _____

RE: Warning

Dear _____:

This letter will serve as an official warning. As you are aware, at our company, we take employee infractions in the workplace very seriously. You are receiving this letter because of the following behavior: You have been noted as having spotty attendance issues.

DETAILED ISSUE:

Regarding the attendance issue in detail:

You have frequently been tardy. You have left early on multiple occasions. You take

breaks far too frequently. You have had many unexcused absences.

The following incidents have been specifically noted:

_____

We have noted at least 2 infractions in the following time period: _____.

CONSEQUENCES:

As a result of this warning letter, you will be subject to the following consequences:

_____

As this is the first time you have been notified about this problem, please consider it your first warning. Additional warnings will incur further consequences.

CORRECTIONS:

You are expected to correct this issue immediately.

As such, an in-person meeting will be required on _____ at the following time: _____.

A follow-up meeting will be required for me to assess whether you have corrected this issue. We will schedule at that shortly before it is required.

SIGNATURE:

Please sign, date, and print your name below:

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

If you have any questions or anything you would like to discuss with me further, please feel free to contact me.

Sincerely,

_____