

# Written Notice of Warning: Attendance Issues

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

**Position/Department:** \_\_\_\_\_

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**Subject:** Written Notice of Warning “Attendance Concerns”

Dear [Employee Name],

This notice serves as a formal written warning regarding your recent attendance record. Our records indicate the following incidents of absence/tardiness:

- Date: \_\_\_\_\_ “Reason: \_\_\_\_\_
- Date: \_\_\_\_\_ “Reason: \_\_\_\_\_
- Date: \_\_\_\_\_ “Reason: \_\_\_\_\_

Consistent and timely attendance is essential to our operations and is a requirement as specified in our company attendance policy. Your attendance pattern has not met the expected standard, and this behavior negatively affects productivity and teamwork.

You are hereby reminded to:

- Follow the established attendance policies and procedures
- Notify your supervisor in advance of any unavoidable absences
- Arrive at work on time consistently

Further attendance issues may result in additional disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing below.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager/Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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This written notice of warning is intended to document attendance issues in accordance with company policy. Please contact Human Resources with any questions or concerns regarding this notice.