

Employee Warning Letter for Absenteeism

ACME GLOBAL
Investment Company

COMPANY NAME
123 Maple Street Anytown, PA 17101
info@example.com
www.example.com
(123) 1234567

To
Title
Department

Letter Subject: Warning Letter for Absenteeism without Intimation

Dear Mr/Mrs

This letter is to serve as an official warning for your absenteeism without intimation on

Upon the determination that you did not come to work, a report was taken in the presence of witnesses and added to your personal file.

Our employees are required to come to work every workday except for national holidays unless they are on sick leave or annual leave. You are required to provide a Doctor's Report for sick leave and for annual leave you are required to notify the Human Resources Department.

You are hereby warned for the above-mentioned absence and advised to come for duty in your interest. Please note that in accordance with our company policies and applicable labor laws, if you do not come to work or more times in a month without intimation, your employment contract may be terminated by the employer for just cause.

Yours sincerely,