[Company Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

This letter serves as a warning to you regarding your unacceptable conduct in the workplace. This thing has come to my notice that you often remain absent from the work and your attendance has come short this time too. I had warned you verbally last time to not take unnecessary leave, but you did not take it seriously. Again, I have noticed your irregular truancies from the office based on your attendance record. You only come three days a week while you are allowed only three leaves per month. This kind of attitude is totally unacceptable.

This is a warning letter based on your irregular absenteeism. I am informed by Miss Jennifer that she personally has discussed the attendance issue with you, but you did not show any improvement. I am issuing this letter as a last warning to improve your presence. Your uninformed leaves put a mad impact on the company’s progress, and this is totally unbearable.

You are hereby ordered strictly to remain for fifteen days in a warning. If your presence does not get improved, then we have the full right to expel you from the post-marketing manager. You will mark your attendance daily and your arrival time in the office will also be noted. While leaving the office you will also mark your attendance. All this we are doing to make your attendance record better. I hope that you will take this warning seriously and will improve your attendance record.

Regards,

Julie Martin