

## Template 3: Formal Warning for Repeated Absences

Subject: Formal Notice Regarding Unreported Absences

Dear [Employee's Name],

This email serves as a formal notice concerning your repeated absences from work without notification, including your most recent absence on [Date]. We have not received any communication from you regarding these absences, which is concerning and violates our company attendance policy.

Please be reminded that continued failure to comply with our attendance policies may lead to further disciplinary actions, up to and including termination. We value your contributions to our team and would prefer to resolve this matter cooperatively.

We require you to respond to this email with an explanation for your absences and to discuss your commitment to your role within our team. Please contact me directly by [Date] to schedule a meeting.

Sincerely,

[Your Name]

[Your Position]