

# On Company Letter Head

## Warning Letter

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

To,

[Employee Name]

[Designation]

[Department]

**Subject:** Warning Letter for Absenteeism

Dear [Employee's Name],

It has been observed that you have been absent from work on multiple occasions without prior approval or intimation to your reporting manager. Such unauthorized absenteeism affects workflow, disrupts team coordination, and hampers overall productivity.

Please note that regular attendance is a fundamental responsibility, and failure to adhere to the company's attendance policy is a serious matter. You are hereby instructed to provide a valid explanation for your unauthorized absence and ensure strict adherence to your work schedule going forward.

Any repetition of such behavior may compel the management to initiate further disciplinary action, which may include suspension or termination of your employment.

You are advised to treat this as a formal warning and take corrective steps immediately.

For, ABC Corporation,

Authorized Signatory  
HRBP- Manager

Cc:

1. Personnel File
2. Reporting Manager
3. VP-Operations.

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