**Attendance Warning Letter Template**

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| Ref: Date:  To,  Name of the Employee  Designation  Department  Employee Code  Subject - Absconding from Work - Violation of Employment Contract  Mr./Ms. [First Name of the Employee]  We have noticed your unexplained absence from work since [date], which is a serious matter. Such absenteeism is regarded as "absconding from work," and it is considered severe misconduct on an employee's part.  You are required to report to duty within [days] days from the date of this email, specifically by [time] on [date]. Failure to do so will result in the termination of your employment with the company. Additionally, a deduction of [days] days' salary will be made to account for the days of absenteeism.  Should termination occur, we expect you to promptly hand over any important company documents and information to your supervisor. Your duties will only be relieved after a complete handover has been made. We sincerely hope that such incidents will not be repeated in the future.  This communication will be placed in your employee file for future reference. Kindly acknowledge receipt of this letter by signing the enclosed copy.  Name of the Company  Your Name  Designation |