**Attendance Warning Letter - Find the Latest Format and Example**

One of the major problems that most of the companies face with their employees is chronic absenteeism. In this case, you need to warn the employee by writing a Warning letter for absenteeism.

Even Though, writing an **attendance warning letter** can be a tricky task, it is an important step in enforcing your attendance policy.

How you enforce your company policy can have a massive influence on employee conduct. And the aim of your warning letter is to shame them out of their behavior while avoiding an over authoritative tone.

Below you will find the ways to write an attendance warning letter.

**What is an Employee Warning Letter for Absenteeism?**

An Attendance warning Letter is a formal document used by the HR department of the organization to discipline the employees who are continuously late or absent at the workplace.

If an employee has violated the leave policy by frequently leaving early, or taking a lot of day-offs, the employer can issue a warning letter to address this issue.

**How to Create an Attendance Write Up**

Below are the steps to write an attendance reprimand letter to an employee.

1. Gather Data

Your employee written warning should include the entire leave record of the employee. It should include all the dates when the employee was late, absent, or left early.

1. Discuss Previous Measures Taken

Include in your warning the previous steps the company has taken in order to address this issue. This is the proof that the issue is ongoing and you have addressed the issue before.

1. Explain the Effects

When employees are continuously taking day-offs or coming late, it affects their performance and ultimately diminishes the productivity of the department or the entire company. Therefore, explain to them the effects of chronic absenteeism by referring to specific projects.

1. Outline Next Steps

In your warning letter, you should detail the actions an employee must take to resolve the situation. In the letter, provide a review date for reviewing the employee’s performance. Also, mention the action company would take if the situation continues.

**Attendance Warning Letter Format**

| To,  Recipient’s Name  Designation  Department  From:  Sender’s Name  Designation  Date  Subject  Dear [Salutation with Employee Name]  [The first paragraph should be the most impactful and should clearly state why the recipient is getting warned and about what. If there is any specific incident, then describe the incident and if it is repeated then mention what activities are not acceptable.]  [In the second paragraph, you should mention the consequences of not paying attention to the warning.]  [In the third paragraph, finally, you can sign off by mentioning the warning again and hoping for a positive behavioral change in the receiver.]  Sincerely,  Authorized Person’s Name  Designation Company  I acknowledge that I have been given the opportunity to review the warning letter and sign the correspondence before being placed in my personal file.  Aakash Goel 22/03/2019 Signature |
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**Attendance Warning Letter Example**

| To,  Aakash Goel  SEO Executive  Marketing  From:  Nitya Patel  HR Manager  Subject: Letter of Reprimand for Poor Attendance  Dear Akash,  It has been observed that you are taking so many leaves from the last four months without any prior intimation to the concerned person and still you are continuing to do the same.  This behavior of yours shows the clear negligence towards your duties. You are requested to provide the written explanation about this issue within 2 days of receiving this letter. Treat this as a final warning letter and any further interdisciplinary conduct may lead to a serious action on you.  Kindly, treat this letter with all the urgency and a copy of this will be kept in the office file for future reference.  Sincerely,  Nitya Patel  HR Manager  I acknowledge that I have been given the opportunity to review the warning letter and sign the correspondence before being placed in my personal file.  Aakash Goel 22/03/2019 Signature |
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**Conclusion**

Every Attendance Reprimand Letter may vary differently according to the opinions and leave policies of the company. However, in the above blog we have got you covered almost everything you need to know for writing an attendance reprimand letter.

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**Meta Description:** Tackle the chronic absenteeism of your employees with the Attendance Warning Letter. Download free Warning letter format and examples.

**Format 1**

| 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]  It has come to our notice that you have been absent from work since [date] without informing your superior. Such absenteeism is considered as “absconding from work”. As you may be well aware, this is a very serious misconduct on an employee's part.  You are hereby given [days] days to report to the duty by [time] on [date]. Failing to report to duty by the given time, your employment with the company will be terminated. Additionally, a penalization of [days] days’ salary will be deducted from your due amount from the company towards the days of absenteeism.  We understand that you have some of the important documents and information about the company. Do hand it over to your superior in case of termination after the due date of reporting given to you as mentioned in this letter above.  After the termination, you will be relieved from your duties only after the complete handover to your supervisor. You are requested not to repeat such incidents in the future. This letter will be placed in your employee file for future reference.  Please acknowledge this letter by signing one copy as enclosed herewith.  Name of the Company  Your Name  Designation  Encl.: A/a |
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**Format 2**

| To: Name  Title  Work Address    From: Supervisor    Date:    Subject: Written Warning for Sick Leave Use    Dear:  Please consider this as a letter of warning concerning your continuing attendance problems. Your chronic absenteeism has begun to affect other parts of your job, making improvement even more essential. Attendance records indicate that since \_\_\_\_\_\_\_\_\_\_\_, you have used a total of \_\_\_\_\_\_ days on \_\_\_\_\_\_ occasions. \_\_\_\_\_\_\_ occasions were in conjunction with weekends.    As I noted in our meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, your continued absenteeism is of serious concern. Despite our mutual efforts you have failed to achieve a level of good attendance.    This letter shall serve as a written warning, that if excessive sick leave usage continues, you will be placed of a medical certificate requirement. You may also receive a less than good rating on your performance appraisal in the area of “attendance”. We will place this letter in your personnel file that provides the incentive for you to improve your sick leave usage.    Your good health and presence on the job are very important to us and are essential for the smooth operation of the department.    Thank you.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee’s or Representative’s Signature    Date    cc: |
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**Format 3**

| [Company Name]  Warning [number]  Employee Name:  Job Title:  Supervisor Name:  HR Representative Name:    Date:    Dear [Employee Full Name]    Your HR department has been informed by your manager that you have committed the following actions which do not comply with [Company Name] policies:  Infraction 1: Explanation  Infraction 2: Explanation (if more than one infraction)  Infraction 3: Explanation (if more than two infractions)  You received a verbal warning on [Date].    The following consequences will be applied, in order of escalation, should you not demonstrate improvement or cease violation of company policies:  - Second verbal warning  - Second documented warning notice  - Job suspension without pay for one workweek  - Third and final warning notice followed by an in-person meeting  - Termination of employment (Should the past warnings and suspension not result in improvement of actions)  - We are determined to continue enlisting your expert knowledge as a [job title] within our company, and we will do whatever we can to help you improve your performance to meet our quality standards.    Supervisor Signature: (Supervisor name here) Date: (Date approved here)    Employee Acknowledgement: I hereby acknowledge that I have committed the above infractions and am able and willing to make the required corrections to continue my employment with [Company Name]    Employee Signature: (Employee name here) Date: (Date read here) |
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