**Warning Email for Irregular Attendance**

| Subject: Warning Notice for [Irregular Attendance]  Dear [Employee Name],  As we have recently discussed, the management has observed that in the last [X] months you have taken so many leaves without any prior notice. Your frequent absenteeism is affecting both your individual performance and the team’s productivity. We take attendance at work very seriously and we expect our employees to be regular and to comply with the company’s time-off policy.  However, you have regularly violated the time-off policy and exceeded the number of leaves provided by the company even after several verbal and written warnings. Moreover, you [mention any other unacceptable leave case for eg., last month you didn’t show up at work on [mention the dates] with no prior notice to neither the HR nor your supervisor.]  We do understand that unexpected issues may arise and we are flexible to consider your reasons and provide you leave or WFH accordingly. However, we still expect our employees to behave professionally and in the company's best interest.  This is your [first/second/final] warning notice and we expect you to correct your misconduct and request leaves well in advance. If not corrected, we will have to take serious disciplinary action against you that may be up to or including termination.  I am open to discuss any issue that is causing you to take so many leaves. Please contact me directly for any kind of help I can do.  Sincerely,  [Your Name]  [Email Signature] |
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