**Unauthorized Absence Warning Letter**

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| [Your Name]  [Your Title]  [Company Name]  [Company Address]  [City, State, Zip Code]  [Date]  [Employee's Name]  [Employee ID]  Subject: Unauthorized Absence Warning  Dear [Employee's Name],  I am writing this unauthorized absence warning letter to address a matter of concern regarding your recent unauthorized absence from work.  It has come to our attention that you have been absent from work without prior permission or a proper leave application or notifying your supervisor in advance for the past [duration of absence]. This absence is in violation of our company's attendance policy, which requires employees to [specify your company's attendance policy, e.g., "request and receive approval for any planned time off in advance"].  We take attendance and punctuality seriously at [Company Name], and unauthorized absences disrupt our operations and create additional work for your colleagues. It is crucial that all employees adhere to our attendance policies to ensure the smooth functioning of our team.  I want to remind you that continued unauthorized absences may result in further disciplinary action. We value your contributions to our organization and would like to see you maintain a consistent attendance record.  If you have any questions or concerns regarding this matter, please feel free to reach out to [Name of HR or Supervisor] at [contact information].  We expect your immediate attention to this issue to prevent further complications. Your cooperation in this matter is greatly appreciated.  Sincerely,  [Your Name]  [Company Name] |

**Sample Warning Letter To Employee For Absence**

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| John Smith  Human Resources Manager  ABC Manufacturing Company  123 Main Street  Anytown, USA 12345  Date: 09/12/2023  Michael Johnson  Employee ID: 78901  Subject: Unauthorized Absence Warning  Dear Mr. Johnson,  I am writing to address a matter of concern regarding your recent unauthorized absence from work.  It has come to our attention that you have been absent from work without submitting a proper leave application or notifying your supervisor in advance for the past two consecutive days. This absence is in violation of our company's attendance policy, which requires employees to request and receive approval for any planned time off in advance.  We take attendance and punctuality seriously at ABC Manufacturing Company, and unauthorized absences disrupt our operations and create additional work for your colleagues. It is crucial that all employees adhere to our attendance policies to ensure the smooth functioning of our team.  I want to remind you that continued unauthorized absences may result in further disciplinary action. We value your contributions to our organization and would like to see you maintain a consistent attendance record.  If you have any questions or concerns regarding this matter, please feel free to reach out to me at (555) 123-4567 or john.smith@abcmanufacturing.com.  We expect your immediate attention to this issue to prevent further complications. Your cooperation in this matter is greatly appreciated.  Sincerely,  John Smith  Human Resources Manager  ABC Manufacturing Company  (555) 123-4567  john.smith@abcmanufacturing.com |