Date

To

From

Dear Mr. Bill,

This letter is being issued to you as a formal warning for your absenteeism leading to poor performance of your whole department. Being a sales manager, you are responsible for your department and falling figures of performance. I wanted to resolve this issue informally which is why I arranged a face-to-face meeting with you last month. I clearly informed you that if you will not correct your behavior, it would lead to serious consequences.

On average, you are being absent for days a week which is not acceptable at all. The strict action our company takes in such scenario related to absenteeism is clearly stated on page 32 of employee handbook (attaching with this letter again).

When the manager is not there to supervise the work, the performance of all employees is probable to fall. For past one year, on average, the sales figures are falling by 3% every month. In addition to other factors, your absence and poor performance are certainly the significant reasons behind this.

I clearly asked you in the informal meeting about the reasons and justification for your behavior, but you provided none which forced me to issue you this warning letter. I hope you understand the next step in the disciplinary process and if you will not resolve the issue management is having with you, it might lead to your termination.

You have been an employee for five years and we do not want to replace you. You must resolve the absenteeism issue and improve the sales department performance to stay with us.

A copy of this letter will be kept in your employee file.

Signature

Name of the boss