Date

Name

Address

Dear Mr. Smith,

This letter is a formal warning without intimation for your habitual absenteeism.

Over the last six months, we have observed your continuous absence. On average, you have been absent for one day every week without informing your supervisor. Our employee handbook clearly states the HR policy regarding absenteeism. Our company does not tolerate absenteeism without intimation, as we are already offering more off-days than the other companies in the industry.

You have been working with us for more than five years, and this issue never arose before, which is why the company was giving you leverage. You have been given at least three severe verbal warnings, but your unprofessional behavior has not changed. Your supervisor and department suffered due to your absence as you did not inform them; hence, no substitutes could be arranged.

You have forced us to issue this formal written warning. If you do not correct your behavior, you will be put on a four-day unpaid layoff followed by a termination if things do not improve.

If you have a justifiable reason behind your absenteeism without intimation, you could have conveyed it during the verbal warnings. However, we consider our employees our assets, so if we can still help you in any way to correct your behavior, let us know at [contact].

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

Regards,

Ms. Emily Watson