ATTENDANCE WRITTEN WARNING LETTER

Date: [Insert Date]

Dear [Employee Name],

This letter serves as a Written Warning Letter regarding the multiple occasions on which you have demonstrated an issue concerning your attendance at work in the form of [insert attendance issue] example - leaving work early without cause, arriving late without cause, leaving early before/arriving late after lunch breaks or excessive absenteeism…]

Previously, we met on [Insert Date of Verbal Warning] [Insert dates of other written warnings, if applicable] to discuss your attendance and determined that if the issue continued, the next step in the progressive discipline process would be a [Indicate First, Second or Third] Written Warning.

As your attendance has not improved [Outline the date or dates the attendance issue occurred], this warning is necessary**.**

When you demonstrate issues regarding your attendance at work, it not only sets a poor example for other employees, it also impedes our ability to meet deadlines and serve our customers appropriately.

[Outline the agreed upon improvement, specifying a timeline]. (Example: During our conversation you agreed to leave 15 minutes earlier each morning to arrive at work at least five minutes before your scheduled start time.)

[Discuss the plan for improvement, if applicable]**.** (Example: To assist you in improving your attendance, I will meet with you weekly until this is resolved to provide you with assistance, and accommodations when appropriate.)

[Outline the consequences for their file]. (Example: This letter will be placed in your employee file for 18 months and removed thereafter if there are no further attendance issues.)

In the event that these attendance issues continue, the next step in the discipline process will be [Indicate either a Second, or Final Written Warning Letter is to be given. If this is the Final Written Warning Letter, indicate additional discipline up to and including termination as the next step]. Please note that [Organization Name] reserves the right to skip level(s) of discipline in the event of further breaches of policy.

You are a valued member of our team and it is my hope that we can work together to ensure this issue is resolved. If you have any questions, do not hesitate to contact me for clarification.

Sincerely,

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Manager/Supervisor Name, Title, Signature Date

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Employee Name, Title, Signature\* Date

\*By signing this written documentation you are acknowledging you have received this written warning. Your signature does not indicate you are in agreement with the action taken.

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Witness Name, Title, Signature Date