Employee warning notice email template | Workable

**Email subject line:** Warning notice for [*attendance*] / Warning notice / Final warning notice

Dear [*Employee’s name*],

As we’ve recently discussed, your [*absenteeism*] is negatively affecting both your individual performance at work and your team’s productivity. We take [*attendance at work*] seriously and we expect all our employees to [*comply with our company’s policy regarding time off*].

However, you have frequently violated [*this policy*] and [*have exceeded the number of days you can be absent from work*] despite reprimands. More specifically, [*in the last month you didn’t show up at work on X, Y, Z without any prior notice to either HR or your manager.*] We do understand that unexpected issues may arise occasionally and we [*are flexible (for example, by giving the option to work from home or take a sick leave to take care of a sick family member).*] But, we still expect our employees to be professional and act in our company’s best interest.

This is your [*first*] warning notice. We expect you to correct your behavior and [*request time off in advance and in a formal way (e.g. via email to your manager or through our HRIS.)*] Otherwise, we will have to take further disciplinary action, up to and including termination.

I’m available to discuss any complications you face that cause your [*absence at work.*] Please, contact me directly if there’s any way I can help you.

Sincerely,

[*Your name*]

[*Your email signature*]