



Sample Attendance Warning Letter

[Your Company Name]

[Your Company Address]

[Your Company Email]

[Your Company Number]

Date: September 18, 2050

To:

John Doe

Marketing Coordinator

Marketing Department

Dear John,

This letter is to formally address our concern regarding your recent attendance record. We have noticed a recurring pattern of absenteeism and tardiness, which is starting to impact your performance and the overall productivity of the marketing team. As of today, you have been absent on the following dates without prior notice:

- August 15, 2050
- August 22, 2050
- September 1, 2050

Sample Letter For Proof Of Attendance

RJ Alexander



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