

## **Attendance Warning Letter**

To,

Ryan Reynolds

45-K, first floor

Tent tower

New York

23<sup>rd</sup> Dec 2011

Subject: Attendance warning letter

This letter is written to remind you of the fact it has been observed that you have been repeatedly taking a lot of leaves from office in the last 3 months. You have been warned before verbally by your department head 'Mr. Tim Gregory' but it seems like you didn't pay much heed to the warnings. So please consider this as the final and official warning from my side.

We would understand your absence from office if it is due to a medical condition or reason, but this is not the scenario as far as you are concerned. Office is a place which requires your constant attendance and presence but you have been absent more than acceptable number of time and this is highly irresponsible work ethic.

Please take this letter seriously and do not repeat the mistake again to avoid dismissal from office.

Yours faithfully

Fred Aniston

# Sample Written Warning Letter For Unexcused Absence

**Robert R. Redfield**



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