
Employee Warning Letter for Absenteeism

To

Title

Department

Letter Subject: Warning Letter for Absenteeism without Intimation

Dear Mr/Mrs _____,

This letter is to serve as an official warning for your absenteeism without intimation on _____ . Upon the determination that you did not come to work, a report was taken in the presence of witnesses and added to your personal file.

Our employees are required to come to work every workday except for national holidays unless they are on sick leave or annual leave. You are required to provide a Doctor's Report for sick leave and for annual leave you are required to notify the Human Resources Department.

You are hereby warned for the above-mentioned absence and advised to come for duty in your interest. Please note that in accordance with our company policies and applicable labor laws, if you do not come to work _____ or more times in a month without intimation, your employment contract may be terminated by the employer for just cause.

Yours sincerely,



This document is a PDF copy of **Employee Warning Letter Template for Absenteeism** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.



Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

jotform.com/products/pdf-editor/



Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

jotform.com/products/smart-pdf-forms/



Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

jotform.com/products/sign/



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.