**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Final Warning Notice for Attendance Issues

On **#formal warning date#**, you were placed on *Formal Warning* due to **#repeated attendance policy violations#**. Previously, you were placed on *Informal Verbal Warning* for the same issue as well. At that time, you were clearly informed of our expectations for your attendance at work and your need to improve the same. We discussed the negative impact of your poor attendance on your own productivity and others workload as well. Despite these warnings, you have not adhered to our attendance policies repeatedly again.

As a result of your **#absenteeism or late attendance or lack of adequate work hours#**, you are now being placed on *Final Warning*. During the next **#specify period in months or weeks or days#**, you will be ineligible for any paid leaves, salary increases, promotions or transfers, and you will be expected to strictly comply with attendance policies. Failure to show immediate and sustained improvement will result in immediate termination.

We are still ready and willing to assist you in meeting our attendance policies. Please let us know if there are any obstacles preventing you from meeting our expectations.

On behalf of **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Name#**

**#Signing Authority Designation#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_