

[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- Fair work warning letter

Dear [Mention the name]

You failed to show up for work at [Mention the time] on [insert date] as scheduled, and you did not notify your manager in advance that you would be absent. Furthermore, when you came back to work on [insert return date], you didn't give a good reason for your absence or explain why you forgot to give your boss advance notice. Your disregard for the organization's attendance policy is inappropriate and will not be accepted by [company name], as stated in the employee handbook and as previously conveyed to you.

I let you know my initial opinion, and [insert specifics here if you didn't or didn't answer]. This warning is being issued as a result of my decision after carefully weighing your [response or lack of reaction] to my initial assessment.

This is your [first/second] letter of warning. If your [conduct, behaviour, or actions] do not improve sufficiently [or if the action is repeated] by [date that is fair in this situation], your job may be terminated.

According to an examination of your employment history, you have absented yourself from work without permission or failed to give a valid excuse on [Mention the

number] occasions in the most recent [Mention the number] months alone. These were missed days, [Mention the dates]. You received verbal warnings on each of those times and advice to give adequate notice of any absences. You could face harsher punishment, up to and including termination, if you don't give the required notice of subsequent absences.

I'm grateful.

Regards,

Thank you very much,

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]