

**Sample Disciplinary Letter for Excessive Absenteeism – Verbal Warning**

**CONFIDENTIAL LETTER**

To:     **{EMPLOYEE'S NAME}**  
          **{EMPLOYEE'S CLASSIFICATION}**

From:   **{SUPERVISOR'S NAME}**  
          **{SUPERVISOR'S TITLE}**

Date:    **{DATE}**

Re:      **{LEVEL OF DISCIPLINE}**

**(THE PROBLEM)**

This letter serves as an official verbal warning for excessive absenteeism. On {insert date}, I spoke with you about your excessive absences and the impact it has on the department. At that time you assured me that you would take steps to ensure you would be at work when scheduled. Yet my records show that you were absent on the following dates:

{Insert Date}  
{Insert Date}  
{Insert Date}

**(IMPACT ON UNIT)**

It's important that you are here so that I can issue instructions to the entire department at the same time at the start of the workday. Your absences also makes it very difficult to assign work because I'm not sure if I need to request a floater or have the rest of the department fill in for you until you return. When you are absent it causes a disruption in the operation of the department.

**(STATEMENT OF EXPECTATIONS AND ANY FOLLOW-UP)**

Your work schedule is 8:00 to 4:30, Monday through Friday. You are expected to be at work on time according to the established schedule. In order to assess your progress in resolving this issue, we will meet each month to review your attendance record. Our first meeting is scheduled for {insert date}.

**(CONSEQUENCE OF FUTURE BEHAVIOR)**

Failure to report to work in the future will result in further disciplinary action up to and including suspension without pay and/or discharge from the company.

**(ACKNOWLEDGEMENT OF RECEIPT)**

A copy of this letter will be placed in your permanent personnel file in Human Resource Services. Please sign in the space provided below to acknowledge that you received a copy.

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Employee Date

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Supervisor Date

**(COPY THE  
APPROPRIATE  
INDIVIDUALS)**

Cc: Department file  
Human Resource Services  
Union (if applicable)