

Warning Letter for Absenteeism

From,
Ken P Mills,
4224 Owagner Lane
Mercer Island

Date: 18 June 2020

To,
Johnny L Rivera
4013 Wyatt Street
Boynton Beach

Subject: Warning Letter

Dear Johnny,

I am writing this letter as you are not following the attendance rules of our company. As stated earlier also, your attendance is an essential part of your success. Therefore, it is critical that you come to work as scheduled and at the proper time.

Yours sincerely,

Ken P Mills

