**From:** [Manager/ Supervisor Name]

[Job Title]

[Company Name]

[Company Address]

**To:** [Employee Name]  
  
[Job Title]

[Employee ID]

**Re:** Final Written Warning

Dear [Employee Name], I am writing to inform you that this is your 3rd and final warning for failure to report to work. The purpose of this letter is to provide an explanation of this final warning and provide you an opportunity to correct this action.   
  
1. Instances of Absence Without Required Notice: December 3rd, 2022, January 15th, 2023, February 1st, 2023.   
  
2. Write Ups Received: December 3rd, 2022, January 15th, 2023, February 1st, 2023, for failure to report to work.  
  
3. Plans For Improvement: In our previous meetings regarding this issue, we discussed an action plan for reporting to work. You were to organize your personal schedule and make the required arrangements at home to ensure there would be no further absences.   
  
4. Action To Be Taken: As this is your third and final warning, any further violations of our attendance policy will result in termination of your employment with [Company Name].

I trust that you will be able to follow the action plan we created. However, I am happy to discuss any ideas you might have that can lead to your improved attendance. By signing this letter, you acknowledge that you have been informed of your violations and are aware that any further violation will result in the loss of your employment contract.

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_