Attendance warning email

Send it soon after the occurrence that crosses a policy threshold, ideally after a short conversation with the employee. Do not save up months of lateness for one large warning.

WRITTEN WARNING: EXCESSIVE ABSENCES

Subject: Written warning: attendance

Hi [First Name],

This email follows our conversation on [Meeting Date] and is a written warning about your attendance.

Since [Period Start], you have had [Number] unplanned absences:

- [Date 1]
- [Date 2]
- [Date 3]
- [Date 4]

Our attendance policy allows [Allowed Number] unplanned absences in a rolling [Period Length]. With [Points Total] points, you are now at the written warning stage.

What we need from you: no further unplanned absences in the next [Review Period], and call-outs made at least [Notice Period] before your shift through [Call-Out Method]. Further occurrences in that period will lead to a final written warning.

If a health condition, family situation or anything else is behind these absences, please talk to me or HR ([HR Contact]). Support or leave options may be available.

Please reply to confirm you've received this email.

[Manager Name]
[Title], [Company]

TARDINESS WARNING

Subject: Late arrivals: written warning

Hi [First Name],

As we discussed on [Meeting Date], you've clocked in late [Number] times since [Period Start]:

- [Date 1]: [Minutes Late] minutes
- [Date 2]: [Minutes Late] minutes
- [Date 3]: [Minutes Late] minutes

Your shift starts at [Shift Start], and our policy treats arriving more than [Grace Period] minutes after that

as a tardy. When you're late, [explain impact, e.g. the queue opens short-staffed and callers wait longer].

This is a written warning. Starting now, we expect you to be logged in and ready by [Shift Start] each day. More late arrivals in the next [Review Period] will move to a final warning.

If your shift time no longer works for you, let's talk about whether another schedule is available.

[Manager Name]
[Title], [Company]

FINAL WRITTEN WARNING

Subject: Final written warning: attendance

Hi [First Name],

This is a final written warning about your attendance.

You received a written warning on [Previous Warning Date]. Since then, you have had further occurrences on [Dates]. You now have [Points Total] attendance points under our policy.

Any further unexcused absence or late arrival before [Review End Date] may result in termination of your employment.

I want this to work. If something is making it hard to get to work on time, tell me or contact HR at [HR Contact] this week.

Please reply to confirm you've received this warning.

[Manager Name]
[Title], [Company]
cc: [HR Contact]

EARLY NUDGE (NOT DISCIPLINARY)

Subject: Quick check-in about your schedule

Hi [First Name],

I noticed you've been late a few times recently ([Dates]). It's not at warning level, but I wanted to check in before it becomes one.

Is anything going on with your commute or your schedule that I can help with? Happy to chat at the start of your next shift.

[Manager Name]

SUBJECT LINE IDEAS

- Written warning: attendance
- Late arrivals: written warning
- Attendance concerns: [Period Start] to today
- Final written warning: attendance
- Follow-up to our conversation about attendance
- Quick check-in about your schedule

SMS / WHATSAPP VERSION

Hi [First Name], it's [Manager Name]. You've been late a few times this month. Not a warning yet, but can we talk for five minutes at the start of your next shift? If something's up with your schedule, I'd like to help.

Placeholders to replace: [First Name], [Meeting Date], [Period Start], [Number], [Date 1], [Minutes Late], [Allowed Number], [Period Length], [Points Total], [Review Period], [Notice Period], [Call-Out Method], [Shift Start], [Grace Period], [Previous Warning Date], [Review End Date], [HR Contact], [Manager Name], [Title], [Company]