



Dear Ms. Brown:

*Re: Written Warning*

On [insert date], you failed to report for your scheduled shift at 9 a.m. You did not notify your manager of your absence in advance. Furthermore, upon your return to work on [insert return date], you failed to provide a justifiable excuse for your absence or your failure to notify your manager in advance. This conduct is unacceptable and will not be tolerated by ABC Organization.

A review of your record indicates that you have failed to report to work without notice or justifiable excuse on several occasions in the past. In the past 12 months alone, you were absent in this manner on [x] other occasions. These absences were on [insert date] and [insert date]. On both of those occasions, you were given verbal warnings and directed to notify your manager in advance of every absence.

In light of the foregoing, we have no choice but to issue this written warning. We trust that this discipline will ensure that you correct your behaviour in the future.

However, please note that if you engage in further misconduct of any kind, you may be subject to more severe discipline, up to and including suspensions and dismissal.

ABC Inc.

c.c. Personnel File

[union representative—if required/applicable]