

HELLO!



LITTLE CHOMPERS
— PEDIATRIC DENTISTRY —

Written Warning

This letter serves as an official reprimand for missing [2 or more] days within a 30 day working period after receiving a formal verbal warning.

On date [DATE] and [DATE] you took leave from your job without requesting or receiving permission from your manager. This written warning comes soon after a verbal warning you received following several absences for work. In absence of mitigating emergency circumstances, this kind of behavior is seen as a sign of negligence of your duties that goes against our company's employee attendance policy.

If additional unauthorized absences or late arrivals occur, you will be subjecting yourself to further disciplinary action, including termination.

At Little Chompers Pediatric Dentistry, we value attendance and consider it to be an important factor in any employee's position. It is our sincere hope that you will adhere to the company's attendance expectations to avoid further actions. You are hereby advised that further infractions of our attendance policy will not be accepted and that proper attendance is required.

Kindly treat this matter with all the urgency and seriousness it demands. A copy of this letter will be enclosed in your official personnel file.

Date: _____

Employee signature: _____ Printed name: _____

Supervisor signature: _____ Printed name: _____

Little Chompers Pediatric Dentistry