

FINAL WARNING

TO:

FROM:

RE:

DATE:

This is to advise you that your attendance record for the period _____
has been unsatisfactory.

This notice will serve to formally advise you that failure to satisfactorily improve your attendance
record may result in disciplinary action.

If you have any questions regarding this final warning, please contact the
Attendance Control Officer.

Received by _____

cc: Attendance Control Officer
Personal File
Bureau Personnel - Albany