

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Unacceptable Attendance Record

Dear [Employee Name],

This letter serves as a formal notification regarding your attendance record. A recent review of your time logs indicates that your level of absenteeism has exceeded the acceptable standards set by [Company Name].

Specifically, our records show the following instances of unscheduled absence or tardiness:

- [Date]: [Reason/Type of Absence]
- [Date]: [Reason/Type of Absence]
- [Date]: [Reason/Type of Absence]

Consistent attendance is an essential requirement of your position. These frequent absences impact the team's productivity and place an undue burden on your colleagues. This notification is intended to bring this matter to your attention so that you may take immediate steps to improve your attendance.

Failure to demonstrate immediate and sustained improvement in your attendance may lead to further disciplinary action, up to and including termination of employment. We value your contributions to the team and hope to see a positive change in your reliability.

If there are underlying circumstances affecting your ability to report to work on time, please contact [Department/Name] to discuss possible support or accommodations.

Please sign below to acknowledge that you have received and understood this notification.

Sincerely,

[Manager Name]

[Title]

Employee Signature

Date