

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Requirement for Immediate Attendance Improvement

Dear [Employee Name],

This letter serves as a formal notification regarding your recent attendance record. A review of your files indicates that your unscheduled absences and/or tardiness have exceeded the acceptable limits set by [Company Name].

Specifically, the following instances have been noted:

- [Date/Description of Absence or Tardiness]
- [Date/Description of Absence or Tardiness]
- [Date/Description of Absence or Tardiness]

Reliable attendance is a fundamental requirement of your position. Your absences create an undue burden on your team and disrupt our daily operations. Consequently, you are required to demonstrate immediate and sustained improvement in your attendance, effective [Start Date].

**Expectations:**

- You must report to work on time for all scheduled shifts.
- You must adhere to the company's call-in procedures if you are unable to report for work.
- Any further unscheduled absences must be supported by appropriate documentation, such as a doctor's note.

Please be advised that failure to meet these expectations or any further violations of the attendance policy may result in 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 attendance immediately. If there are underlying circumstances you wish to discuss, please contact me or the Human Resources department directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the expectations regarding my attendance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_