

MEMORANDUM

TO: [Employee Name]
FROM: [Supervisor Name]
DATE: [Current Date]
SUBJECT: Formal Letter of Counseling - Attendance Violations

Dear [Employee Name],

This letter serves as a formal counseling regarding your recent attendance record. Reliable attendance is an essential requirement of your position at [Company Name].

Description of Violation:

Since [Start Date], you have incurred the following attendance infractions:

- [Date]: [Description: e.g., Unexcused absence / 30 minutes late]
- [Date]: [Description: e.g., Left shift early without authorization]
- [Date]: [Description: e.g., No-call, no-show]

Previous Discussions:

We previously discussed your attendance on [Date(s) of verbal warnings]. Despite these discussions, your attendance has not met the required standards.

Expectations:

Moving forward, you are expected to:

- Report to work on time and remain for your entire scheduled shift.
- Follow the proper call-in procedures if you are unable to report to work.
- Request time off in advance according to company policy.

Consequences:

Please be advised that further attendance violations or failure to improve may result in further disciplinary action, up to and including termination of employment.

Acknowledgment:

By signing below, you acknowledge that you have received this letter and understand the expectations set forth. Your signature does not necessarily indicate agreement with the contents.

Employee Signature

Date

Supervisor Signature

Date