

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Supervisor Name]

**Subject:** Letter of Expectation Regarding Timekeeping and Attendance

Dear [Employee Name],

This letter serves as a formal communication regarding your adherence to the company's timekeeping and attendance policies. The purpose of this letter is to ensure you clearly understand the expectations for your work schedule and the recording of your hours.

**Observations:**

It has been noted that [describe specific issues, e.g., frequent late arrivals, failure to clock in/out, or unauthorized overtime] on the following dates: [Insert Dates].

**Expectations:**

- **Punctuality:** You are expected to be at your workstation and ready to begin work by [Insert Start Time].
- **Recording Hours:** You must accurately record your daily start time, end time, and unpaid meal breaks using [Insert System Name].
- **Notification:** If you are unable to report to work on time, you must notify [Name/Department] by [Insert Deadline/Method] prior to your shift.
- **Overtime:** All overtime must be approved in advance by your supervisor.

**Action Plan:**

Moving forward, we expect immediate and sustained improvement in your timekeeping. I will monitor your attendance records over the next [Insert Time Frame, e.g., 30 days] to ensure these expectations are met.

Please understand that this letter is not a formal disciplinary action, but rather an effort to clarify the requirements of your role. However, failure to meet these expectations may lead to formal disciplinary measures.

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

Sincerely,

[Supervisor Signature]

[Supervisor Printed Name]

**Employee Acknowledgment:**

I acknowledge that I have received this Letter of Expectation and have had the opportunity to ask questions regarding its contents.

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