

MEMORANDUM

TO: [Employee Name]

FROM: [Supervisor Name]

DATE: [Date]

SUBJECT: Letter of Reprimand for Failure to Report Absence

Dear [Employee Name],

This letter serves as a formal reprimand for your failure to follow the company's attendance and notification procedures. On [Date of Absence], you failed to report for your scheduled shift and did not notify management regarding your absence.

According to our employee handbook, all employees are required to notify their supervisor at least [Number] hours before their shift begins if they are unable to work. Your failure to communicate resulted in [mention impact, e.g., staffing shortages / operational delays].

This behavior is unacceptable and must be corrected immediately. Future instances of unreported absences or failure to follow attendance protocols may lead to further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below. A copy of this memorandum will be placed in your permanent personnel file.

Sincerely,

[Supervisor Signature]

[Supervisor Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents.

[Employee Signature]

[Date]