

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Suspension for Repeated Poor Attendance

Dear [Employee Name],

This letter serves as formal notification that you are being suspended from your position as [Job Title] without pay for a period of [Number] working days, effective from [Start Date] to [End Date]. You are expected to return to work on [Return Date].

This disciplinary action is being taken due to your repeated failure to adhere to the company's attendance policy. Despite previous [verbal/written] warnings issued on [Date of Previous Warning] regarding your frequent [absenteeism/tardiness], there has not been a satisfactory improvement in your attendance record.

Specifically, since your last warning, you have been [absent/late] on the following dates: [List Dates].

Reliable attendance is an essential requirement of your role. Your frequent absences have caused significant disruption to team operations and departmental productivity.

Please be advised that this is a final warning. Upon your return, you are expected to maintain regular and punctual attendance. Failure to demonstrate immediate and sustained improvement, or any further violations of company policy, will result in further disciplinary action, up to and including termination of your employment.

During your suspension, you are not permitted to be on company premises or perform any work-related duties.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this letter and understand the terms of my suspension.

[Employee Signature]

[Date]