Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Formal Written Reprimand: Violation of Attendance Policy

Dear [Employee Name],

This letter serves as a formal written reprimand regarding your recent violations of the company's attendance policy. This disciplinary action is being taken due to your failure to adhere to the established work schedule and reporting requirements.

Incident Details:

On [Date(s)], you were [absent/tardy] without prior authorization or proper notification. Specifically, [Insert specific details of the incident, e.g., you arrived 2 hours late or failed to call in].

Previous Discussions:

This matter was previously discussed with you on [Date of verbal warning] regarding similar attendance issues. Despite these discussions, your attendance has not met the required standards.

Expectations:

Effective immediately, you are expected to:

- Report to work on time according to your assigned schedule.
- Follow the proper call-in procedures if you are unable to report to work.
- Request any planned time off in advance as per company policy.

Consequences:

Continued failure to improve your attendance or further violations of company policy will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this letter and that we have discussed its contents.

_____

Employee Signature

_____

Date

_____

Supervisor Signature