

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notification of Disciplinary Meeting Regarding Attendance

Dear [Employee Name],

This letter serves as a formal invitation to attend a disciplinary meeting to discuss your recent attendance record and compliance with the company's Attendance Policy.

The meeting is scheduled as follows:

- **Date:** [Date of Meeting]
- **Time:** [Time]
- **Location:** [Meeting Room/Virtual Link]
- **Attending:** [List Names of Attendees]

The purpose of this meeting is to review the following concerns:

- Total number of absences/tardiness incidents recorded between [Start Date] and [End Date].
- Impact of these absences on team operations.
- Previous verbal or written warnings issued on [Dates of previous warnings, if applicable].

During this meeting, you will have the opportunity to provide an explanation for these absences and present any supporting documentation you wish to be considered.

Please be advised that a potential outcome of this meeting may include formal disciplinary action, up to and including [Level of Warning/Termination], in accordance with our company policy.

You are entitled to be accompanied by [a colleague/a union representative] if you so choose. Please notify me by [Date/Time] if you plan to bring a representative.

Please confirm your receipt of this letter and your attendance at the scheduled time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]