

Subject: Notice of Disciplinary Suspension - Poor Attendance

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a disciplinary suspension without pay for a period of [Number] days, effective from [Start Date] to [End Date]. You are expected to return to work on [Return Date] at [Start Time].

This action is being taken due to your continued failure to meet the company's attendance standards. Specifically, despite previous [verbal/written] warnings issued on [Date(s)], the following incidents have occurred:

- [Date]: [Description of absence/tardiness]
- [Date]: [Description of absence/tardiness]

Reliable attendance is an essential requirement of your position. Your frequent absences have placed an undue burden on your department and negatively impacted operational efficiency.

Please be advised that this suspension is a final warning. Upon your return, immediate and sustained improvement in your attendance is required. Failure to adhere to the company's attendance policy moving forward will result in further disciplinary action, up to and including termination of your employment.

If you have any questions regarding this disciplinary action, please contact [Name/Department] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]