

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Date:** [Date]

**Subject:** Performance Improvement Plan (PIP) - Excessive Absenteeism

Dear [Employee Name],

This letter serves as a formal Performance Improvement Plan (PIP) regarding your recent attendance record. Reliable attendance is an essential function of your position. Currently, your frequent absences have negatively impacted team productivity and operational requirements.

### **1. Areas of Concern:**

Your records indicate [Number] unexcused absences between [Start Date] and [End Date]. This exceeds the company's allowable threshold as outlined in the [Employee Handbook/Attendance Policy].

### **2. Required Improvements:**

- Report to work on time for all scheduled shifts.
- Follow the formal call-out procedure at least [Number] hours prior to your shift if an emergency arises.
- Provide valid documentation for medical absences when required.
- Maintain zero unexcused absences during the duration of this PIP.

### **3. Timeline:**

This Performance Improvement Plan is effective immediately and will be in place for [30/60/90] days, ending on [Date]. We will meet on a [Weekly/Bi-weekly] basis to review your progress.

### **4. Consequences:**

Failure to demonstrate immediate and sustained improvement in your attendance, or any further violations of company policy during this period, may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this plan and understand the expectations required to maintain your employment.

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Employee Signature

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Date

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Manager Signature