

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Last Chance Agreement - Attendance Violation

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement regarding your continued failure to meet the company's attendance and punctuality standards. Despite previous discussions and disciplinary actions on [List dates of previous warnings], your attendance remains unacceptable.

Terms of Agreement:

- **Probationary Period:** You are being placed on a final probationary period effective from [Start Date] to [End Date].
- **Performance Expectations:** During this period, you are required to have perfect attendance. This means arriving on time for all shifts, returning from breaks as scheduled, and having zero unexcused absences.
- **Reporting Procedure:** In the event of an unavoidable emergency, you must notify [Supervisor Name] at least [Number] hours before your shift begins.

Consequences:

Failure to comply with any of the terms outlined in this agreement, or any further violation of the company attendance policy, will result in immediate termination of your employment without further notice.

By signing below, you acknowledge that you understand the terms of this agreement and that this is your final opportunity to maintain your employment with [Company Name].

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____