

To: [Employee Name]

From: [Supervisor Name]

Date: [Date]

Subject: Letter of Attendance and Punctuality Performance Expectations

Dear [Employee Name],

The purpose of this letter is to formally outline the performance expectations regarding your attendance and punctuality. Consistent attendance is a vital component of your job responsibilities and is essential for the efficient operation of the department.

Performance Expectations:

- **Arrival Time:** You are expected to be at your workstation and ready to begin work by [Start Time] each scheduled workday.
- **Break Times:** You are expected to adhere to the designated times for meal and rest periods, returning promptly at the conclusion of each break.
- **Notification Procedure:** In the event of an unavoidable absence or delay, you must notify [Name/Department] by [Time] or at least [Number] minutes/hours before your shift begins. Notification should be made via [Phone/Email/App].
- **Unscheduled Absences:** Frequent unscheduled absences disrupt workflow. You are expected to maintain a reliable attendance record moving forward.

Support and Resources:

If there are specific circumstances preventing you from meeting these expectations, please let me know immediately so we can discuss any necessary support or resources that may be available to you.

Next Steps:

We will monitor your attendance over the next [Number] days to ensure these expectations are being met. Failure to improve your attendance and punctuality may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

[Supervisor Signature]

Acknowledgment of Receipt:

[Employee Signature]

Date: _____