MEMORANDUM

TO: [Employee Name]
FROM: [Supervisor Name]
DATE: [Date]
SUBJECT: Coaching Memorandum: Excessive Absenteeism

Dear [Employee Name],

This memorandum serves as a formal coaching session to address concerns regarding your recent attendance record. Reliable attendance is an essential function of your position, and frequent absences impact the team's productivity and overall operations.

Observation of Attendance Issues:
Since [Start Date] to [End Date], you have been absent for a total of [Number] days. Specifically, absences occurred on the following dates: [List Dates].

Impact of Absenteeism:
These absences have resulted in [describe impact, e.g., missed deadlines, increased workload for colleagues, or delayed projects].

Expectations:
Moving forward, the following improvements are expected:

- Maintain regular and punctual attendance for all scheduled shifts.
- Follow the established call-in procedures by notifying [Name/Department] at least [Number] hours prior to your shift if you are unable to report to work.
- Provide appropriate documentation for absences when required by company policy.

Support and Resources:
If there are underlying circumstances contributing to these absences that you wish to discuss, or if you require information regarding [Company Name]'s leave policies or Employee Assistance Program (EAP), please let me know.

Next Steps:
We will monitor your attendance over the next [Number] days. Please be advised that failure to improve attendance or continued patterns of unscheduled absences may lead to formal disciplinary action.

Please sign below to acknowledge that we have discussed this matter and that you have received a copy of this memorandum.

_____
Employee Signature / Date

_____

Supervisor Signature / Date