

[Your Name]
[Your Job Title]
[Organization Name]
[Date]

[Employee Name]
[Employee Job Title]

Subject: Formal Letter Regarding Attendance and Punctuality Improvement

Dear [Employee Name],

This letter serves as a formal notification regarding your recent attendance and punctuality records. Upon reviewing our department logs, it has been noted that there have been several instances of unscheduled absences and/or late arrivals on the following dates: [List Dates].

Consistent attendance and punctuality are essential requirements of your position. Delays and absences impact our operational efficiency and place an additional burden on the rest of the team.

We would like to see immediate and sustained improvement in your arrival times and overall attendance. Specifically, you are expected to be at your workstation and ready to work by [Start Time] every scheduled workday.

If there are specific circumstances preventing you from meeting these requirements, please let me know immediately so we can discuss any necessary support. However, please be advised that failure to improve your attendance and punctuality may lead to further disciplinary action, up to and including termination of employment.

We value your contributions to the team and hope to see a positive change moving forward. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the expectations set forth.

Signature: _____ Date: _____