

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Formal Corrective Action: Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal corrective action regarding your recent attendance and punctuality. Regular and timely attendance is an essential function of your position at [Company Name].

Description of Issue:

Since [Start Date], you have been absent or tardy on the following dates:

- [Date]: [Description of occurrence]
- [Date]: [Description of occurrence]

Previous Discussions:

We have previously discussed these concerns on [Date of previous meeting]. Despite these discussions, your attendance has not met the required standards.

Expected Improvement:

Effective immediately, you are expected to:

- Arrive at your workstation and be ready to work by [Start Time].
- Follow the proper call-in procedure by contacting [Manager Name] no later than [Time] in the event of an unavoidable absence.
- Maintain consistent attendance without further unexcused absences.

Consequences:

Failure to demonstrate immediate and sustained improvement in your attendance and punctuality may result in further disciplinary action, up to and including termination of employment.

We value your contributions to the team and hope to see these issues resolved. Please sign below to acknowledge that you have received and understand this letter.

Sincerely,

[Supervisor Signature]

[Supervisor Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the expectations and consequences outlined above.

Employee Signature: _____ Date: _____