

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Initial Counseling: Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal record of our counseling session held on [Date] regarding your attendance and punctuality. The purpose of this discussion was to address concerns regarding your recent work schedule compliance and to outline expectations for improvement.

Summary of Issues:

Since [Start Date of Period], the following instances have been noted:

- [Number] instances of unexcused absences.
- [Number] instances of arriving late (tardiness).
- [Description of any failure to follow call-in procedures].

Expectations:

Moving forward, you are expected to:

- Report to work and be at your workstation ready to begin by [Start Time].
- Adhere to the designated break and lunch schedules.
- Follow the official notification procedure by contacting [Name/Department] at least [Number] hours/minutes before your shift if you are unable to attend.

Support and Timeline:

We value your contributions to the team and want to help you succeed. Please let me know if there are specific obstacles preventing you from meeting these requirements so we can discuss potential solutions. Your attendance will be closely monitored over the next [Number, e.g., 30 or 60] days.

Please note that failure to demonstrate immediate and sustained improvement in your attendance may result in further disciplinary action, up to and including termination of employment.

Sincerely,

[Supervisor Signature]

[Supervisor Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and that the contents have been discussed with me.

Employee Signature: _____ Date: _____