

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager Name/HR Department]

Subject: Disciplinary Action: Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal [Warning Level, e.g., Written Warning] regarding your attendance and punctuality. Regular and timely attendance is an essential requirement of your position and is necessary for the efficient operation of our team.

Record of Infractions:

Our records indicate that you have been [late/absent] on the following dates:

- [Date]: [Description of infraction, e.g., 30 minutes late]
- [Date]: [Description of infraction, e.g., Unexcused absence]
- [Date]: [Description of infraction]

Previous Discussions:

This matter was previously discussed with you on [Date of previous meeting]. Despite these discussions, your attendance has not met the required standards.

Expectations and Required Improvements:

Effective immediately, you are expected to:

- Report to work and be at your station ready to work by [Start Time].
- Follow the proper call-in procedure by contacting [Supervisor Name] at [Phone/Email] at least [Number] hours/minutes before your shift if you are unable to attend.
- Maintain consistent attendance without unexcused absences.

Consequences:

Failure to improve your attendance and punctuality immediately will result in further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Manager Signature]

Employee Acknowledgment:

[Employee Signature]

Date: _____