

Date: [Insert Date]

To: [Employee Name]

From: [HR Representative/Manager Name]

Subject: Formal Letter Regarding Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal notification regarding your recent attendance and punctuality. After reviewing your records, we have noted several instances that do not align with the company's established attendance policy.

Details of Concern:

- [Date]: [Description of issue - e.g., Late arrival by 30 minutes]
- [Date]: [Description of issue - e.g., Unexcused absence]
- [Date]: [Description of issue - e.g., Early departure without authorization]

Reliable attendance is an essential function of your position. Frequent absences and tardiness impact team productivity and operational efficiency. We value your contributions to the team; however, it is necessary that your attendance improves immediately.

Expectations for Improvement:

- Report to work and be at your workstation ready to begin by [Start Time].
- Follow the proper call-in procedures as outlined in the Employee Handbook if you are unable to attend work.
- Ensure all requests for time off are submitted and approved in advance.

We are committed to supporting you in meeting these expectations. If there are specific circumstances affecting your ability to arrive on time, please let us know so we can discuss possible solutions.

Please be advised that failure to show immediate and sustained improvement in your attendance and punctuality may lead to further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your personnel file. Please sign below to acknowledge that you have received and understood this document.

Sincerely,

[Signature]

[Printed Name]
[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and have discussed the contents with my supervisor/HR representative.

Signature: _____ Date: _____