

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Expectation: Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal notification regarding your performance expectations concerning attendance and punctuality. Regular and reliable attendance is an essential function of your position as [Job Title].

Current Observations:

Since [Start Date/Period], the following issues have been noted:
[List specific dates of absences or tardiness here]

Expectations:

Moving forward, you are expected to adhere to the following standards:

- Report to work and be at your workstation ready to begin by [Start Time].
- Return from scheduled breaks and lunch periods on time.
- Follow the proper call-in procedure by contacting [Manager Name] at [Phone/Email] at least [Number] hours/minutes prior to your shift if you are unable to report to work.
- Maintain consistent attendance in accordance with company policy.

Support and Resources:

If there are external circumstances affecting your ability to meet these requirements, please let me know so we can discuss any available support or resources.

Next Steps:

Your attendance will be monitored closely over the next [Number] days. Failure to meet the expectations outlined above may result in further disciplinary action, up to and including termination of employment.

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

Employee Signature

Date