

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Mandatory Compliance Letter: Attendance and Punctuality Improvement

Dear [Employee Name],

This letter serves as a formal notification regarding your recent attendance and punctuality records. After reviewing our logs, it has been noted that your current frequency of [absences/tardiness] has fallen below company standards.

Reliable attendance is an essential requirement of your position. Failure to adhere to scheduled work hours impacts team productivity and operational efficiency.

Required Actions:

- You are required to report to work and be at your station ready to begin by [Start Time] daily.
- Any future absences must be reported at least [Number] hours in advance to [Supervisor Name].
- You must strictly follow the company's time-tracking and clock-in procedures.

Improvement Period:

Your attendance will be closely monitored for the next [Number] days, effective immediately. During this period, consistent punctuality and attendance are mandatory.

Please be advised that failure to demonstrate immediate and sustained improvement 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.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____