

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Probationary Status - Attendance and Punctuality**

Dear [Employee Name],

This letter serves as official notification that you are being placed on a performance probation period effective [Start Date] through [End Date]. This action is being taken due to continued concerns regarding your attendance and punctuality.

Specifically, the following issues have been noted:

- [Insert specific dates of absences/tardiness]
- [Insert impact on team/operations]

During this [Number]-day probationary period, you are expected to meet the following requirements:

- Report to work and be at your workstation ready to begin by [Start Time].
- Adhere to the designated break and lunch schedules.
- Follow the proper call-in procedures for any unforeseen emergencies.
- Maintain perfect attendance with no unexcused absences or instances of tardiness.

We will meet on a [Weekly/Bi-weekly] basis to review your progress. Failure to show immediate and sustained improvement, or any further violations of the company's attendance policy during this period, may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the terms of your probation.

Sincerely,

[Manager Name]

[Title]

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**Acknowledgment of Receipt:**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_