

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Notice of Suspension for Poor Attendance

Dear [Employee Name],

This letter serves as formal notification that you are being suspended from your duties at [Company Name] due to your continued poor attendance and failure to adhere to the company's attendance policy.

Specifically, your records show the following issues: [List dates of absences, lateness, or specific incidents].

Despite previous [verbal warnings/written warnings] issued on [Dates of previous warnings], there has not been sufficient improvement in your attendance. Reliable attendance is an essential requirement of your position.

Details of Suspension:

- **Suspension Period:** [Number] working days.
- **Start Date:** [Start Date and Time]
- **End Date:** [End Date and Time]
- **Return to Work Date:** [Date of return]
- **Status:** This suspension is [with/without] pay.

During this suspension, you are not permitted to enter company premises or perform any work-related tasks unless authorized by management.

Please be advised that this is a final warning. Upon your return, we expect immediate and sustained improvement in your attendance. Further instances of unexcused absence or tardiness will lead to additional disciplinary action, up to and including termination of employment.

If you have any questions regarding this decision, you may contact [Name of Manager/HR Representative].

Sincerely,

[Signature]

[Name of Manager/Supervisor]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the terms of my suspension.

Signature: _____ Date: _____