

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager/Supervisor Name]

**Department:** [Department Name]

**Subject: Notification of Attendance Pattern Concern and Required Modification**

Dear [Employee Name],

This letter is to formally notify you of a concerning pattern regarding your recent attendance. After reviewing your records from [Start Date] to [End Date], we have identified a specific trend involving absences on [identify pattern, e.g., Mondays/Fridays or days following a public holiday].

While we understand that occasional illness or emergencies occur, the consistency of this pattern impacts team productivity and operational scheduling. Reliability is an essential requirement of your role as [Job Title].

**Required Actions:**

- Immediate improvement and stabilization of your attendance.
- Adherence to the company's call-in procedures as outlined in the [Employee Handbook/Policy Name].
- [Optional: Requirement to provide a medical certificate for any future absences occurring on the days mentioned above].

We value your contributions to the team and would like to support you in resolving any underlying issues that may be causing this pattern. If there are specific circumstances you wish to discuss, please reach out to [Name/HR Department] by [Date].

Please be advised that failure to modify this attendance pattern may lead to further formal disciplinary action, up to and including termination of employment.

Sincerely,

[Signature]

[Printed Name]

[Title]

---

**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the expectations regarding my attendance modification.

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