

Attendance Discipline Letter

Subject: Attendance Discipline Notice

Dear [Employee's Name],

I hope this letter finds you well. I am writing to address a concern regarding your attendance at work.

It has come to my attention that you have been consistently arriving late or taking unauthorized absences from work, which is in violation of our company's attendance policy.

Maintaining regular attendance is crucial for the efficient operation of our organization, as it ensures that tasks and responsibilities are adequately fulfilled. Consistently being late or absent from work not only disrupts the workflow but also impacts team morale and productivity.

As a responsible employee, it is essential that you adhere to the established working hours and notify your supervisor promptly if you are unable to attend work due to unforeseen circumstances.

While we understand that certain situations may arise that require time off, it is imperative that you seek prior approval or follow the proper procedures for requesting leave.

To address this matter, we expect an immediate improvement in your attendance and punctuality.

Failure to do so may result in further disciplinary actions, including but not limited to verbal warnings, written warnings, or even termination of your employment.

I would like to remind you of the importance of maintaining a good attendance record and how it reflects your commitment to your job and the organization as a whole. Regular attendance not only demonstrates professionalism but also enhances your professional growth and development.

Should you have any concerns or require assistance in meeting the company's attendance requirements, I encourage you to discuss them with your supervisor or the Human Resources department. They are available to provide guidance and support to ensure your success in meeting your responsibilities.

Please acknowledge receipt of this letter by signing and returning the enclosed copy to the Human Resources department by [deadline, typically within a few days of the date of the letter].

We trust that you will take this matter seriously and make the necessary adjustments to improve

your attendance record. Your commitment to maintaining regular attendance is vital for the success of our organization, and we look forward to seeing the desired improvements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]