

Disciplinary Action Letter for Attendance Issues

Subject: Disciplinary Action for Attendance Concerns

Dear [Employee's Name],

This letter is to inform you that your attendance record has become a serious concern. You have been absent or late on [number] occasions during the past [time period], without sufficient justification.

Reliable attendance is a fundamental expectation in your role, and failure to meet this requirement disrupts team productivity. As a result, this letter serves as an official disciplinary action, placing you on [probation/suspension] until [date].

Continued attendance issues may lead to further disciplinary measures, up to and including termination.

Sincerely,

[Supervisor's Name]

[Company Name]

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