

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Attendance Policy Reminder

We would like to take this opportunity to remind you of our company's attendance policy, which is crucial for maintaining a productive work environment. Effective attendance is essential to our operations and team dynamics.

****Key Points of Our Attendance Policy:****

1. ****Punctuality:**** Employees are expected to arrive to work on time and be ready to start at their scheduled shift.

2. ****Notification:**** If you are unable to attend work due to illness or emergencies, please notify your supervisor as soon as possible, ideally at least [X hours] in advance.

3. ****Documentation:**** For absences that extend beyond [X days], a medical certificate or relevant documentation may be required.

4. ****Consequences of Excessive Absences:**** Continued failure to adhere to the attendance policy may result in disciplinary action, up to and including termination.

We appreciate your cooperation and commitment to our collective success.

If you have any questions or require clarification regarding the attendance policy, please feel free to reach out.

Thank you for your understanding and attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]