

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Attendance Discipline Letter

We hope this message finds you well.

This letter serves as a formal notification regarding your attendance record at [Company Name]. Despite previous discussions about your attendance, we have observed a concerning pattern of [specify the attendance issues, e.g., repeated tardiness, unexcused absences, etc.] over the past [time period].

Your attendance is crucial to the productivity and morale of our team, and ongoing issues in this area may result in further disciplinary action. We value your contributions to [Company Name] and believe that addressing this matter promptly can lead to an improvement in your attendance.

We encourage you to take the necessary steps to improve in this area and are willing to support you in any way possible. We would like to schedule a meeting to discuss this matter further. Please contact

[Manager/Supervisor's Name] at [contact information] to arrange a suitable time.

We appreciate your attention to this matter and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]