

Attendance Policy Reminder

Dear [Employee Name],

We hope this message finds you well. This letter serves as a reminder regarding our attendance policy as outlined in the employee handbook.

We have noticed an increase in your absenteeism over the past few weeks, and we want to ensure that you are aware of the expectations set forth by the organization. Regular attendance is crucial for maintaining workflow and productivity.

Please remember that consistent absenteeism may lead to disciplinary action in accordance with our policy. We encourage you to communicate any issues that may be affecting your attendance so that we can provide support where possible.

If you have any questions or need assistance, please do not hesitate to reach out to your supervisor or HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]