

Dear [Employee's Name],

We would like to take a moment to remind you of the attendance expectations as outlined in our company policy. Consistent attendance is crucial for maintaining productivity and team collaboration.

Please remember:

- Work hours are from [Start Time] to [End Time].
- Notify your supervisor at least [Notification Time] in advance of any planned absences.
- Unscheduled absences should be communicated as soon as possible.

We appreciate your attention to this matter and your commitment to upholding our attendance standards. If you have any questions or need further clarification, please feel free to reach out to your supervisor.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]