

Letter of Reprimand for Unapproved Absences

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Letter of Reprimand for Unapproved Absences

Dear [Employee's Name],

I am writing to formally address your recent unapproved absences from work on [insert dates of absence]. Our company policy requires all employees to notify their supervisors in advance of any absence, and it has come to my attention that this procedure was not followed.

Your repeated absences have caused disruptions in our workflow and have placed additional burdens on your colleagues. Maintaining a reliable attendance record is crucial for both team performance and the overall success of our department.

I want to remind you that failure to adhere to our attendance policy can result in further disciplinary action, which may include suspension or termination of employment. I encourage you to communicate any issues that may be affecting your attendance, so we can work together to find a resolution.

Please consider this letter a formal reprimand. We expect you to improve your attendance and comply with our notification protocols going forward.

Thank you for your attention to this matter.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]