

Disciplinary Action Letter for Absenteeism

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Disciplinary Action Due to Absenteeism

Dear [Employee Name],

This letter is to formally address your recent absenteeism from work. Our records indicate that you have been absent on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

We have previously discussed the importance of regular attendance and the impact that your absences have on the team and overall productivity. Despite these discussions, your attendance has not improved.

As a result, we are issuing this disciplinary action, which will be placed in your personnel file. Continued absenteeism may lead to further disciplinary measures, up to and including termination of employment.

We encourage you to communicate any issues that may be affecting your attendance and to seek assistance if needed. Please arrange a meeting with your supervisor to discuss this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]