

Attendance Improvement Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Attendance Improvement Plan

Dear [Employee's Name],

After reviewing your recent attendance records, we have identified a pattern of absenteeism that needs to be addressed. This letter serves as a formal attendance improvement plan aimed to support you in enhancing your attendance moving forward.

Current Attendance Status

Your attendance over the last [time frame] has been as follows:

- Total Absences: [Number]
- Late Arrivals: [Number]
- Early Departures: [Number]

Expected Attendance Standards

To align with company expectations, we require attendance to be consistent and reliable. The standard is to maintain a maximum of [X%] absenteeism per [time frame].

Action Plan

To assist you in improving your attendance, we propose the following action steps:

- Regular attendance review meetings with your manager every [time frame].
- Access to [resources/support] as needed.

Consequences of Continued Absenteeism

Failure to meet attendance expectations may lead to further disciplinary actions, up to and including termination of employment.

Thank you for your attention to this matter. We believe that with the right support, you can improve your attendance moving forward. Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

Employee Signature: _____

Date: _____