

Attendance Policy Reminder for Contractors

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Your Company]

Dear [Contractor's Name],

We would like to take this opportunity to remind you of our company's attendance policy. Our records indicate that there have been some discrepancies regarding attendance. It is essential to adhere to the agreed-upon schedule to ensure smooth operations and communication within the team.

Please review the key points of our attendance policy below:

- Contractors are expected to report to work at the designated time.
- Prior notice of at least [insert notice period] is required for any absences.
- Timely communication regarding lateness or absences is appreciated.

If you have any questions or require clarification on the attendance policy, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]