

Attendance Policy Reminder

Dear [Management Team/Specific Names],

We would like to remind you of our company's attendance policy, which is essential for maintaining productivity and ensuring a positive work environment. Please take a moment to review the key points outlined below:

- Employees are expected to report to work on time and adhere to their scheduled shifts.
- In case of absence, employees must notify their direct supervisor at least [specific time frame, e.g., 1 hour] before the start of their shift.
- Frequent absenteeism may result in disciplinary action, in accordance with company policy.
- All requests for time off should be submitted [specific time frame, e.g., two weeks] in advance for proper planning.

We appreciate your attention to this matter and your continued commitment to maintaining a strong attendance record within the team. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]