

Attendance Policy Reminder

Dear [New Hire's Name],

Welcome to [Company Name]! We are excited to have you join our team. As part of your onboarding process, we want to remind you of our attendance policy.

Regular attendance is crucial for the success of our team and organization. Please review the key points of our attendance policy:

- Employees are expected to arrive on time and be prepared for work during scheduled hours.
- Attendance should be reported to your supervisor as soon as possible in case of illness or emergencies.
- Frequent tardiness or absenteeism may result in disciplinary action.

For further details, please refer to the employee handbook or reach out to your HR representative.

Thank you for your attention to this matter, and once again, welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]