

Attendance Policy Reminder

Dear [Staff Member's Name],

We hope this message finds you well. As a reminder, we would like to reiterate the importance of our attendance policy. Consistent attendance is crucial for maintaining the workflow and productivity of our team.

Please ensure that you are aware of the following key points:

- **Punctuality:** Arrive on time for your scheduled shifts.
- **Notification:** Inform your supervisor at least [X hours/days] in advance for any planned absences.
- **Documentation:** Provide appropriate documentation for any unplanned absences exceeding [X days].

If you have any questions or need clarification on the attendance policy, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]