

Attendance Policy Reminder for Training Sessions

Dear [Employee's Name],

We would like to remind you of our attendance policy regarding training sessions. Your participation is crucial for both your personal development and the team's success.

Please remember the following key points:

- Arrive on time for each session.
- If you are unable to attend, notify your supervisor at least 24 hours in advance.
- Attendance will be recorded, and consistent absenteeism may lead to further action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]