

# Letter of Responsibility for Low Attendance

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Position]

Subject: Responsibility for Low Attendance in Team Projects

Dear [Employee Name],

We are writing to address the ongoing issue of low attendance in team projects involving you. Your absence has been noted on several occasions, including [list specific dates]. This has significantly impacted the team's progress and overall performance.

We would like to remind you of the importance of consistent attendance and participation in team projects. Each member's contribution is vital for achieving our collective goals.

We encourage you to communicate any challenges you might be facing that affect your ability to attend. Our aim is to support you in finding a solution.

We appreciate your attention to this matter and look forward to your cooperation in improving attendance moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]