

Disciplinary Action Notice

Date: [Insert Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee Name],

This letter serves as a formal notice of disciplinary action regarding your attendance record. As discussed in our previous meetings, we have noted several violations of our attendance policy, including:

- [Date] - Unexcused absence
- [Date] - Late arrival
- [Date] - Early departure without notification

These attendance issues not only disrupt your workflow but also affect the performance of your team. Continued violations may lead to further disciplinary action, up to and including termination of employment.

You are encouraged to review the company attendance policy and to seek assistance if you are facing challenges that affect your attendance. We will monitor your attendance closely over the next [Specify Timeframe].

Please sign and return a copy of this letter to acknowledge its receipt.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]

Signature: _____

Date: _____