

Employee Conduct Complaint

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Conduct Complaint Regarding Absenteeism

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally address concerns regarding your absenteeism, which has been affecting your performance and the team's productivity.

We have observed that you have been absent from work on [insert specific dates] without prior notice or valid justification. Our attendance policy requires all employees to notify their supervisors of any absence in advance, except in emergencies.

We value your contributions to the team; however, repeated absenteeism can lead to significant operational challenges. We would like to understand any underlying issues that may be affecting your attendance and discuss how we can support you in improving your situation.

Please arrange a meeting with me by [insert deadline] to discuss this matter further. We believe open communication is key to resolving these issues constructively.

Thank you for your attention to this important matter.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]