

Attendance Policy Violation Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

This notice is to inform you that there has been a violation of the company's attendance policy. Our records indicate that you were absent without prior notice on [Insert Date(s) of Absence]. This behavior is inconsistent with our policies regarding attendance and punctuality.

Please be reminded that regular attendance is crucial to our team's success and your own professional development. We encourage you to adhere to the attendance policy moving forward.

If you have any mitigating circumstances or if you feel there has been an error, please contact your manager or HR representative by [Insert Deadline] to discuss the matter further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]