

# Attendance Compliance Alert

Date: [Insert Date]

Dear [Recipient's Name],

This letter serves as a formal notification regarding your attendance record. We have noticed that you have not met the required attendance standards as outlined in our policy.

Your current attendance rate is [Insert Attendance Rate]%, which falls below the acceptable threshold of [Insert Threshold]%.

We urge you to take immediate action to improve your attendance. Failure to comply may lead to further action as per our attendance policy.

If you are facing any challenges that affect your attendance, please feel free to reach out to [Contact Person's Name] at [Contact Information] for support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]