

Attendance Expectations Clarification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the attendance expectations for [specific program/course/workplace].

Attendance is crucial for [mention the importance, e.g., academic success, team collaboration, etc.]. We expect all participants to adhere to the following guidelines:

- Arrive on time and be ready to begin at the scheduled start time.
- If you are unable to attend, please notify [insert appropriate person, e.g., your supervisor, instructor] at least [insert notice period, e.g., 24 hours] in advance.
- Consistent lateness or absence may result in [insert possible consequences, e.g., impact on grades, disciplinary action].

We appreciate your commitment to maintaining these standards. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]