

Attendance Policy Adherence Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Attendance Policy Adherence

Dear [Employee Name],

This notice is to remind you of the importance of adhering to the company's attendance policy. Our records indicate that you have had several instances of tardiness/absences, which is in violation of our established guidelines.

We understand that unforeseen circumstances may arise; however, it is vital to communicate these instances promptly. Continued non-compliance may result in disciplinary action, as per our policy.

Please feel free to reach out to discuss any concerns or to seek clarification regarding the attendance policy.

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]