

Attendance Rules Reminder

Dear [Employee/Student Name],

This letter serves as a reminder of our attendance policies to ensure that everyone understands the expectations regarding attendance.

Key points of our attendance rules include:

- Attendance is mandatory for all scheduled shifts/classes.
- In case of an absence, please notify your supervisor/teacher at least [time frame] in advance.
- Excessive absences may result in disciplinary action.
- Makeup work for missed classes must be arranged within [time frame].

We value your commitment and appreciate your cooperation in maintaining a punctual and responsible environment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/School Name]