

# Attendance Standards Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Department]

Subject: Notification of Attendance Standards

Dear [Recipient's Name],

We are writing to remind you of the attendance standards set forth in our [Employee Handbook/School Policy]. Regular attendance is crucial for maintaining an effective learning environment and ensuring that all staff/students achieve their full potential.

According to our policy, [Brief overview of attendance policy, e.g., acceptable attendance rates, consequences of excessive absences]. We encourage you to review these standards and ensure your compliance moving forward.

If you are facing any challenges that may impact your attendance, please do not hesitate to reach out to [HR/appropriate contact] to discuss potential support options.

Thank you for your attention to this matter. We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position/Department]

[Contact Information]