

# Probation Advising Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Attendance Issues - Probation Advising

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally address the concerns regarding your attendance record. It has come to my attention that you have had a significant number of absences in recent weeks, which has impacted the team's overall performance.

We understand that unforeseen circumstances can arise, but consistent attendance is crucial for maintaining a productive work environment. As a result, we would like to place you on probation regarding this matter. During this probationary period, we expect to see an improvement in your attendance.

Please be advised that failure to meet these expectations may result in further disciplinary action, up to and including termination of employment. We encourage you to discuss any issues you may be facing that could affect your attendance so that we can provide support where possible.

Please acknowledge receipt of this letter and confirm your understanding of the contents by signing below:

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[Employee's Name]

Thank you for your attention to this important matter.

Sincerely,

[Manager's Name]

[Manager's Title]