

Employee Attendance Policy Clarification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Position]

Subject: Clarification of Attendance Policy

Dear [Employee Name],

I hope this message finds you well. I am writing to provide clarification regarding our company's attendance policy, as outlined in the Employee Handbook. It has come to my attention that there may be some uncertainties concerning the expectations and procedures related to attendance.

Our attendance policy is designed to ensure a consistent and fair approach to managing employee attendance. Key points to note include:

- All absences must be reported to your immediate supervisor as soon as possible, and no later than [Insert Timeframe].
- Employees are entitled to [Insert Number] sick days per year, which must be used appropriately.
- Excessive absenteeism may result in disciplinary action, in accordance with our progressive discipline policy.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly. It is important that we maintain clear communication to ensure compliance with company policies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]