

Corrective Action Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Subject: Corrective Action for Unexcused Leave Occurrences

Dear [Employee Name],

This letter serves as a formal notification regarding your recent occurrences of unexcused leave. It is our responsibility to maintain a productive work environment and ensure that all employees adhere to the attendance policy as outlined in the employee handbook.

According to our records, you have incurred [number] unexcused leave occurrences on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

These occurrences have impacted the team and our ability to meet our goals effectively.

We would like to remind you of the company's attendance policy, which states [briefly outline relevant policy details]. We encourage you to communicate with your supervisor regarding any issues that may prevent you from reporting to work.

As a corrective action, we request that you meet with your supervisor by [insert date] to discuss this matter and to develop a plan moving forward. Continued occurrences of unexcused leave may result in further disciplinary actions up to and including termination.

We appreciate your immediate attention to this important matter and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]