Attendance Documentation

[Your Company Letterhead]

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to document your attendance at [Company Name] for employment purposes. Below is a summary of your attendance record:

Date	Status
[Date 1]	[Present/Absent]
[Date 2]	[Present/Absent]
[Date 3]	[Present/Absent]

If you have any questions regarding this documentation, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]