

# Attendance Monitoring Policy

Date: [Insert Date]

[Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

We are writing to inform you about our Attendance Monitoring Policy, which has been implemented to ensure a fair and consistent approach to attendance management within [Company Name].

Key points of the Attendance Monitoring Policy include:

- Attendance will be monitored on a monthly basis.
- Employees are required to notify their supervisor at least [X hours] in advance of an absence.
- Excessive absences may result in a review meeting and potential disciplinary action.

We encourage all employees to familiarize themselves with this policy and adhere to the guidelines set forth. Should you have any questions or require further information, please do not hesitate to reach out to HR.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]