

Attendance and Punctuality Expectations

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Attendance and Punctuality Expectations

Dear [Employee Name],

As part of our commitment to maintaining a productive and efficient work environment, we would like to remind you of the attendance and punctuality expectations at [Company Name].

Consistent attendance and timeliness are crucial for our team's success and overall workplace morale. Therefore, we expect all employees to adhere to the following standards:

- Arrive at work on time, ready to start your duties promptly.
- Notify your supervisor as soon as possible if you are unable to attend work or will be late.
- Limit personal appointments and activities that may interfere with work hours.
- Provide appropriate documentation for any extended absences.

If you experience ongoing issues related to attendance or punctuality, we encourage you to discuss this with your supervisor so we can provide support.

Thank you for your attention to this matter, and we appreciate your commitment to upholding our company standards.

Sincerely,

[Your Name]

[Your Position]

[Company Name]