

[INSERT COMPANY NAME/LOGO]

FIRST STEP MEETING REVIEW

[DATE]

[EMPLOYEE NAME]

[EMPLOYEE HOME ADDRESS]

Re: Attendance Management Program

Dear [FIRST NAME OF EMPLOYEE]:

This letter is to advise you that we have reviewed your attendance record for the last quarter and found that your absenteeism exceeds the identified threshold as outlined in our attendance management program policy. Specifically, you were either absent or late on the following days:

[LIST SPECIFIC DATES OF ABSENCE OR TARDINESS]

[COMPANY NAME] is committed to maintaining the highest levels of service to all our clients. The delivery of these services is only achieved through the daily contributions of all our employees. In addition, it is equally important to understand that when you are absent and/or late for work it directly impacts the efficiency level of [COMPANY OR DEPARTMENT] and places an additional burden on existing employees. Therefore, it is expected that all employees will make every reasonable effort to maintain their health and ensure regular and punctual attendance at work. Regular and consistent attendance is an expectation of employment.

As discussed at today's meeting it is expected that your goal for the next quarter will be to improve your absenteeism by reducing your absences and/or tardiness down to an acceptable level.

[EMPLOYEE FIRST NAME], I encourage you to take whatever steps necessary to improve your attendance records. If I can be of any assistance and/or provide support in correcting this problem please se me anytime.

Sincerely,

[NAME OF MANAGER/SUPERVISOR/HUMAN RESOURCES]

[TITLE]

.cc Employee Personnel File