SAMPLE LETTER F:

WRITTEN REPRIMAND UNEXCUSED ABSENCES

Applies To: OFFICE, ALLIED HEALTH AND TECHNICAL EMPLOYEES

MEMORANDUM

To: Jill Rogers

Academic Services Secretary II

Emp. I.D.#0000-0006 DOH: March 15, 20XX

From: Natalic Stamps

Service Supervisor II.

Subject: Unexcused Absences

Date: May 10, 20XX

(Problem) Your absences place an undue burden in scheduling work and maintaining operations in Student Programs. This creates unnecessary hardships on your co-workers, who must fill in for you during your absence. Since your date of hire you have been tardy on three

occasions:

(History) March 28, 20XX 0.3 UET April 07, 20XX 0.2 UET

May 09, 20XX 1.5 UET

(Expectation)
(Consequence)

Your attendance record is unsatisfactory and must be corrected immediately. An evaluation of your overall work record will be made prior to the end of your six-month probationary period. Be advised that you will be terminated should you fail to

probationary period. Be advised that you will be terminated should you fail to demonstrate satisfactory performance of your job, which includes attendance.

Ce: Department File

Human Resources Department

(Union).

Sample Written Warning Letter For Unexcused Absence

R Bogdan

Sample Written Warning Letter For Unexcused Absence:

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