

Sample One Letter of Reprimand to Employee for Absenteeism or Tardiness / Lateness

<<Company Letterhead/Memo>>

To: <<Employee Name>>

From: <<HR Manager Name>>

Date: <<date>>

Re: Letter Reprimand for Tardiness

This is an official letter reprimand for your failure to perform the required functions of your position by attending work on time and as scheduled.

You have arrived over fifteen minutes late for work on <<number of times>> occasions in the past two weeks.

Since timely attendance is a significant factor in serving our customers in your customer service role, this attendance is unacceptable. Phone coverage is scheduled to provide optimum service to customers.

When you arrive late for your shift, we are forced to ask another employee to cover for you.

This entails both an inconvenience for your coworker, and disrespect for his or her schedule, and the creation of overtime expenses for your employer.

You have received verbal counseling and a verbal warning for your earlier tardy and absenteeism problems on several occasions. The verbal counseling is not having the impact that we had expected on your attendance since your attendance on time is not improving.

Consequently, this written reprimand is reminding you of the critical importance of your attending work on time and as scheduled. Attendance at work, on time and as scheduled, is a core requirement of your job description.

Sample Reprimand Letter For Absenteeism

M. Michael Markowich

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

Sample Reprimand Letter For Absenteeism:

Embracing the Tune of Term: An Psychological Symphony within **Sample Reprimand Letter For Absenteeism**

In a world taken by monitors and the ceaseless chatter of quick connection, the melodic beauty and mental symphony developed by the prepared term usually disappear in to the backdrop, eclipsed by the persistent sound and disruptions that permeate our lives. However, set within the pages of **Sample Reprimand Letter For Absenteeism** a stunning literary prize filled with fresh thoughts, lies an immersive symphony waiting to be embraced. Constructed by a wonderful composer of language, that captivating masterpiece conducts viewers on a psychological trip, well unraveling the hidden songs and profound influence resonating within each cautiously constructed phrase. Within the depths of the emotional analysis, we can explore the book is central harmonies, analyze its enthralling writing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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