

SAMPLE DISCIPLINARY LETTER FOR EXCESSIVE ABSENTEEISM

Date:

Employee Name

Address

Dear [Employee Name],

I am writing this letter to describe the events that have occurred over the past [Time Frame] which have resulted in the need for disciplinary action. It will explain to you the conduct required on your part for continued employment with our firm.

[Explain Attendance Problem]

[Document Facts]

As we discussed, excessive absenteeism is unacceptable and will not be permitted by me or the executive management of the company. Accordingly, I am placing you on disciplinary notice for a period of [Time Frame] from the date of this letter. During this period, I will carefully monitor your attendance.

Any further incidents or breaches of the company attendance policy observed during this period that are contrary to acceptable standards of behavior could result in your dismissal.

We all want to see you succeed here, and we hope that your acknowledgment of the seriousness of this situation will have a positive result on your future at the company. If you need any clarification or other help, please see me immediately.

Sincerely,

Manager's Signature

Sample Discipline Letter For Absenteeism

Sibusiso P.S. Mhlongo



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The Hiring and Firing Question and Answer Book Paul Falcone, 2002 Fast answers to the most pressing questions about how to safely effectively hire and fire employees [101 Sample Write-Ups for Documenting Employee Performance Problems](#) Paul Falcone, 2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **Framework for Autonomous Navigation of a Continuous Mining Machine** Donna L. Anderson, 1989 **Information Circular** , 1925 **Compendium of Drafts of Employment Contracts and Appointment Letters** Saurabh Munjal, Som Nath Munjal, 2021-05-30 About the book This all inclusive well delved into book is a one stop solution pertaining to the drafting nightmares of the legal professionals HR professionals and the students The book has been so designed that it caters to their everyday requirements With an aim to be a remedy to all the possible pitfalls while drafting the contracts service rules appointment letters etc this book is extensive but to the point The language is coherent and well suited to the content of the book Measures have been taken to carefully examine and include all the important points while drafting the samples for the reference of the readers A large numbers of sample drafts included in the book make the day to day working of the professionals easy and hassle free All in all it is a go to book for professionals in search of a scrupulous yet relevantly put together book of draft appointment letters and service rules the book stands true to its name Key features Covering Appointment Letter with policy of Work from Home Samples of appointment letters along with guidelines for drafting Common Formats of Leave TA DA LFC Housing Loan and Furniture Loan application Guidelines for drafting Service manual Samples of Probation Transfer Resignation Retirement Exit Interview and Relieving Letter Different types of Memorandum Show Cause Notices Chargesheet Detailed coverage of The Industrial Employment Standing Orders Act 1946 Meticulously integrated Simple and crisp language Sample draft for various letters contracts Eye for every minute detail Covers common concerns in the industry Highlights the common pitfalls while drafting the letters contracts New Chapter on Force Majeure New Chapter on Force Majeure *The Encyclopedia of Business Letters, Faxes, and E-mail*

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