Letter of Reprimand:

Absenteeism

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| --- | --- |
| [Employee Name] | [Company Name] |
| [Employee Job Title] | [Company Address] |
| [Employee Department] | [Date] |
|  |  |

Subject: Letter of Reprimand for Absenteeism

Dear [Employee Name],

This letter serves as an official reprimand for your recent pattern of unexplained, unapproved absenteeism. Attendance records indicate you were absent from work on [Insert Date], without prior approval or valid justification. This level of absenteeism is unacceptable and disrupts your team’s workflow and productivity.

Your consecutive absences placed an additional burden on your colleagues, who had to cover for your missed work. This has also impacted the department’s overall efficiency. Do note that all employees must adhere to their scheduled work hours to maintain an efficient, productive operation.

Effective immediately, you are expected to:

1. Adhere to your scheduled work hours and guarantee your presence during these times.
2. Follow the correct procedures for requesting leave and notifying your supervisor of unavoidable absences.
3. Provide valid documentation for any future absences, such as a doctor's note in the case of illness.

Failure to improve your attendance and comply with these expectations may lead to additional disciplinary measures, up to and including termination of employment.

We are committed to helping you meet these attendance requirements. If you are facing any underlying issues or personal circumstances contributing to your absenteeism, please discuss them with the Human Resources department so we may assist you in finding a suitable resolution.

Please acknowledge receipt of this letter by signing and returning the attached copy. Your signature indicates that you have received and understood the contents of this letter, not necessarily that you agree with it.

Sincerely,

[HR Department Representative Name]

I, [Employee Name], acknowledge receipt of this letter of reprimand and understand its contents.

Handwritten Signature



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