

## Poor Attendance Complaint Letter

**This package contains:**

1. Instructions & Checklist for Letter to Address a Poor Attendance Complaint
2. Poor Attendance Complaint Letter

## Instructions & Checklist for Poor Attendance Complaint Letter

- This package contains (1) Instructions & Checklist for a Letter to Address Poor Attendance; and (2) Poor Attendance Complaint Letter;
- This form is designed to assist you in drafting a letter to an employee to address their poor attendance or tardiness.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

In reviewing our employee files, I have become concerned with your attendance record.

It appears that you have recently missed [Number] days of work and were late an additional [Number] days. This is simply unacceptable. At [Company Name], we need every employee to work their appointed shifts as scheduled. When one employee fails to meet their obligations, it affects our whole team.

As a valued employee of [Company Name], I hope that your recent attendance is the result of extraordinary circumstances and not indicative of how you plan to work in the future. It is also my hope that you will make being at work on time a priority. To do otherwise may jeopardize your employment here. If you are having a family emergency or other crisis, please contact me so we can work together to accommodate any needed time off.

Thank you, in advance, for your serious consideration of this letter.

Sincerely,

[Your Name]  
[Title if any or delete if none]