



Sample Letter #1

Date

To

RE: Absenteeism

Further to our meeting on (date), this letter will confirm that during the past (number) weeks you have been absent due to illness on (number) occasions for a total of (number) days. A listing of these specific days and occasions is attached for your information.

As discussed, such absences have a detrimental impact on the department's ability to provide the service to the public for which we all are responsible. If there are reasons for your absences that you feel are personal or confidential, I recommend that you contact Employee Assistance Program Services at 392-6633.

Given the importance of regular attendance, I would encourage you to work towards improving your attendance record and I would be pleased to assist you in achieving such improvement.

****(Optional paragraph)** (Summary of any course of action agreed to (e.g., Employee Assistance Program, etc.) or commitments made by employee to address absenteeism concerns).

Yours truly,

Supervisor's Signature

Attachments: List of occasions/days
Policy Statement

cc: Employee file

Sample Discipline Letter For Absenteeism

Lei Shi



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