

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

**Thirumalaisamy P.
Velavancorresponding**



Sample Reprimand Letter For Absenteeism:

Decoding **Sample Reprimand Letter For Absenteeism**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Reprimand Letter For Absenteeism**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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