

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

Ray E. Hibbs



Sample Reprimand Letter For Absenteeism:

Enjoying the Melody of Expression: An Emotional Symphony within **Sample Reprimand Letter For Absenteeism**

In some sort of used by monitors and the ceaseless chatter of instant communication, the melodic beauty and psychological symphony produced by the written word usually diminish into the backdrop, eclipsed by the persistent noise and interruptions that permeate our lives. But, situated within the pages of **Sample Reprimand Letter For Absenteeism** a stunning fictional value overflowing with organic emotions, lies an immersive symphony waiting to be embraced. Crafted by an outstanding musician of language, this interesting masterpiece conducts viewers on a psychological journey, skillfully unraveling the concealed tunes and profound influence resonating within each carefully constructed phrase. Within the depths with this poignant analysis, we will investigate the book is key harmonies, analyze their enthralling publishing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

https://crm.avenza.com/results/publication/Documents/railway_to_the_grave.pdf

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