



[COMPANY NAME]

Attendance Memo Template for Employees

Attendance Compliance Memo

TO: [Employee]
FROM: [SENDER'S NAME]
DATE: [Date]
SUBJECT: Attendance Policy Compliance

Dear [Employee],

We at [YOUR COMPANY NAME] greatly value your contributions and dedication. However, we must address a critical issue concerning your attendance. Notably, there have been several instances of:

- Tardiness
- Unexcused absences
- Deviations from our established attendance policy

Importance of Punctuality and Attendance:

- **Operational Efficiency:** Your role is crucial for smooth team operations.

Sample Memo For Non Attendance

Wenbin Ji



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