

SAMPLE DISCIPLINARY LETTER FOR EXCESSIVE ABSENTEEISM

Date:

Employee Name

Address

Dear [Employee Name],

I am writing this letter to describe the events that have occurred over the past [Time Frame] which have resulted in the need for disciplinary action. It will explain to you the conduct required on your part for continued employment with our firm.

[Explain Attendance Problem]

[Document Facts]

As we discussed, excessive absenteeism is unacceptable and will not be permitted by me or the executive management of the company. Accordingly, I am placing you on disciplinary notice for a period of [Time Frame] from the date of this letter. During this period, I will carefully monitor your attendance.

Any further incidents or breaches of the company attendance policy observed during this period that are contrary to acceptable standards of behavior could result in your dismissal.

We all want to see you succeed here, and we hope that your acknowledgment of the seriousness of this situation will have a positive result on your future at the company. If you need any clarification or other help, please see me immediately.

Sincerely,

Manager's Signature

Sample Discipline Letter For Absenteeism

J. Mankidy



Sample Discipline Letter For Absenteeism:

101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it's easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **Information Circular** ,1925

Employee Sickness and Fitness for Work Howard, 2007-07 What is this Report about This specially commissioned report will show you how to get the best out of your employees from recruitment to retirement while protecting yourself and your firm to the full For a start you could save yourself a lot of trouble through understanding the law on recruitment Then you don't have to accept every doctor's certificate for sickness absence Again were you aware that not all duties are suspended when off sick The report is packed with constructive advice and ends with seven invaluable Appendices including precedents model letters and draft company policies The Manager's Pocket Guide to Documenting Employee Performance Terry L. Fitzwater, 1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation Framework for Autonomous Navigation of a Continuous Mining Machine Donna L. Anderson, 1989 *Reducing Miner Absenteeism* Robert H. Peters, Mark R. Clingan, Robert F. Randolph, 1989 **Disciplinary Rules and Procedures** J. Mankidy, 1994 **The Encyclopedia of Business Letters, Faxes, and E-mail** Robert W. Bly, Regina Anne Kelly, 2009-01-15 A revised updated edition with more than three hundred sample letters memos and e mails and new tips on how to use and adapt them The era of long leisurely letters is gone no one has time to waste in today's workplace and communication revolves around fast faxes instant e mails crisp memos and concise messages That's where The Encyclopedia of Business Letters Faxes and E mails can help whether you're starting out in the corporate world or just want to feel more confident in your daily business writing You'll find more than three hundred sample letters memos and e mails you can use as is or adapt for your own purposes Letters are organized into chapters by category and a detailed table of contents guides you

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Absenteeism John M. Knight,1973 Compendium of Drafts of Employment Contracts and Appointment Letters Saurabh Munjal,Som Nath Munjal,2021-05-30 About the book This all inclusive well delved into book is a one stop solution pertaining to the drafting nightmares of the legal professionals HR professionals and the students The book has been so designed that it caters to their everyday requirements With an aim to be a remedy to all the possible pitfalls while drafting the contracts service rules appointment letters etc this book is extensive but to the point The language is coherent and well suited to the content of the book Measures have been taken to carefully examine and include all the important points while drafting the samples for the reference of the readers A large numbers of sample drafts included in the book make the day to day working of the professionals easy and hassle free All in all it is a go to book for professionals in search of a scrupulous yet relevantly put together book of draft appointment letters and service rules the book stands true to its name Key features Covering Appointment Letter with policy of Work from Home Samples of appointment letters along with guidelines for drafting Common Formats of Leave TA DA LFC Housing Loan and Furniture Loan application Guidelines for drafting Service manual Samples of Probation Transfer Resignation Retirement Exit Interview and Relieving Letter Different types of Memorandum Show Cause Notices Chargesheet Detailed coverage of The Industrial Employment Standing Orders Act 1946 Meticulously integrated Simple and crisp language Sample draft for various letters contracts Eye for every minute detail Covers common concerns in the industry Highlights the common pitfalls while drafting the letters contracts New Chapter on Force Majeure New Chapter on Force Majeure **Dealing With Problem Employees** Amy Delpo,Lisa Guerin,2021-09-28 This book tells

business owners managers and supervisors everything they need to know about how to identify difficult employees how to manage them during the employment relationship and how to terminate them in a way that reduces the company s legal risk of a wrongful termination lawsuit It will give them the confidence to deal with problem employees directly and make the tough decision to terminate when it s clear that the situation isn t improving **The JAG Journal** United States. Navy.

Office of the Judge Advocate General, *United States Merit Systems Protection Board Digest* United States. Merit Systems Protection Board,1986-03 **Disciplinary Procedures and Practice** Institute of Personnel Management,J. A. Sherry,1979

Information report comprising a mail survey of 267 UK industrial enterprises with respect to their current discipline sanctions and practice covers trade union involvement reasons for disciplinary action suspension and dismissal provisions for appeal monitoring of conduct etc and includes jurisprudence and legal aspects relating to absenteeism gross misconduct and

refusal to cooperate as well as sample procedures and code of practice Bibliography pp 159 to 161 and statistical tables
Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board, 2008
Monthly Labor Review , 1977 Publishes in depth articles on labor subjects current labor statistics information about
current labor contracts and book reviews **Canadian Labour Law Reporter** , 2002 Labor Policy and Practice: Labor
relations Bureau of National Affairs (Arlington, Va.), 1953 *Labor Arbitration Reports* , 2008 **Labour Arbitration**
Cases , 2003

Sample Discipline Letter For Absenteeism Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Discipline Letter For Absenteeism**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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