

SAMPLE LETTER F:

**WRITTEN REPRIMAND
UNEXCUSED ABSENCES**

Applies To: OFFICE, ALLIED HEALTH AND TECHNICAL EMPLOYEES

M E M O R A N D U M

To: Jill Rogers
Academic Services Secretary II
Emp. I.D.#0000-0006
DOH: March 15, 20XX

From: Natalie Stamps
Service Supervisor II

Subject: Unexcused Absences

Date: May 10, 20XX

(Problem) Your absences place an undue burden in scheduling work and maintaining operations in Student Programs. This creates unnecessary hardships on your co-workers, who must fill in for you during your absence. Since your date of hire you have been tardy on three occasions:

(History)	March 28, 20XX	0.3 UET
	April 07, 20XX	0.2 UET
	May 09, 20XX	1.5 UET

(Expectation)
(Consequence) Your attendance record is unsatisfactory and must be corrected immediately. An evaluation of your overall work record will be made prior to the end of your six-month probationary period. Be advised that you will be terminated should you fail to demonstrate satisfactory performance of your job, which includes attendance.

Cc: Department File
Human Resources Department
(Union)