

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Dear _____,

It is always difficult to reprimand an employee whose history with us has been one of mutual satisfaction for both employer and employee. During the time you've spent here, your performance of your duties has been excellent; however, we are very concerned about your increasing frequency of absences, which are affecting not only your work but our proficiency as a company. We understand you have had health problems and some personal problems. However, one of the requirements for employment with us is regular attendance; when we schedule an employee to work a specific time we must assume that employee will be present to perform his/her duties.

Though we have attempted to resolve this issue by various methods and through various channels, we remain willing to assist if you can suggest some reasonable alternative to this problem. If you have any suggestions, please contact your supervisor immediately; otherwise, we have no choice but to terminate your employment.

Sincerely,

Name

Title