

[DATE]

[ADDRESSEE]

[COMPANY]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [NAME]:

Your work has been excellent. However, your absentee record is now overshadowing your work record. I realize that your health has been poor but one of our job requirements is regular attendance. We have difficulty scheduling when we cannot depend on your attendance

We have discussed this subject with you several times before. Now your attendance must meet our requirements or we will have to terminate you.

Sincerely,

[NAME]

[TITLE]