Date

Name

Address

Dear Ms. Lilly,

It is to notify that you have been subjected to a disciplinary action for your irresponsible behavior of absenteeism.

Over the last six months, your attendance has only been 60% on average. This has affected the productivity of your whole department, which in turn has affected the overall company. To give value output, you need to be present in the office, which you often are not.

We have given you enough time to provide solid justifications, and have given oral and written warnings, but in vain. You have pushed us to take this disciplinary action against you. You have been suspended for two months, i.e., April and May 20XX, without pay. Once you come back on 1st June 20XX, you will remain under constant surveillance. If your absenteeism would continue, you will be terminated immediately, even without the notice period.

However, if you will improve your behavior, after three months’ observation, the committee will exclude your name from the surveillance list. We hope that you will come back with full enthusiasm and focus and would try to improve your unprofessional habit of absenteeism.

Regards,

Sarah Watson.