Date:

From:

To:

Name of the company

**Subject: Monthly attendance report letter to [X]**

Respected sir,

This letter is being written to inform you about the attendance for the entire month of February 20XX. Throughout the month, the staff attendance remained 96% on average. However, some employees were found to be absent from work near the weekend. In addition, there had been some tardiness on the part of some employees.

The total number of leaves received in the month is 5. People who were on uninformed leave have been sent a letter with the request to write an explanation letter. In addition, people who have shown habitual absenteeism have been sent a warning letter.

Based on the above report, it can be deduced that workers who don’t show any absenteeism or tardiness deserve to be appreciated and those who are late almost daily should be taken to task.

The thorough record sheet with sign-in and sign-up details of each employee has been mentioned in the record sheet and attached with this letter. If you want to know more about it, contact me on my office phone number or email me.

Regards,

Name of the employee

Signatures

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