

Business Contracts



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<<Company>> NOTICE OF EXCESSIVE ABSENTEEISM

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Excessive Absenteeism

This notice is to inform you of the Company's recognition of what it deems excessive absenteeism, and to describe the events that have occurred over the past << Insert time frame this notice covers >> which have resulted in the need for disciplinary action. This notice shall explain the corrective action and conduct that the Company expects in order for you to remain employed with this firm.

According to << Insert the source that you are citing, such as payroll, attendance records or time clock >>, you have been absent from work <<Insert # of absences>> days over the past << Insert time frame this notice covers >>.

<<Insert a more detailed explanation of the attendance problem. Separate out the

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