**Date:**

**To**

**[The Recipient]**

**Re. Notifying the Employees to Maintain Staff Attendance Register and Tracking the Record of Employees’ Presence and Punctuality to Reduce Attendance Muddle and Absenteeism**

Dear all, this letter has been written with the best wishes for your health and work. This letter has been drafted to serve as a notice to the Department of Human Resources to maintain an attendance register and track the record of the employees’ presence. Then, it is directed to inform the other staff about the attendance register so that they mark their attendances on a regular basis without any halt in the procedure of attendance evaluation.

An attendance register is a must when it comes to maintaining the employees’ track of presence, absence, punctuality, number of leaves per month and annum, and half-day leaves. This is important to keep all of them in the record as it is to be employed and implemented in the Monthly and Yearly Review Report. Review Reports play a vital role while doing promotions, demotions, fines, and other policy implementations.

Moreover, the maintenance of the attendance register inculcates the idea of high professional commitment, enlarges one’s view to the attendance as per rules, and regulates the employee behavior towards punctuality and professional commitment to the workplace timings. It makes the employee conscious of the number of leaves they take along with their late arrivals by highlighting the possible penalties coming the way in case of non-compliance. Other than that, attendance registers are important for the accounts section while managing the payrolls.

As per necessity and compulsion, it is directed to the Human Resource Management to maintain an attendance register and feed the instruction of filling into that. You are required to make the Microsoft Excel Sheets and print them out binding them into a file. Weekly and Monthly attendance reports are mandatory and should be reached in the office of the General Manager at the end of every week and month.

Furthermore, you are requested to inform the staff of the office about the attendance register so that they can mark the attendances without missing any day from 10th May 20XX. For more, you can contact me at [EMAIL]. Please find the list of attendance instructions enclosed. Thank you.

Regards

Olivia Ross  
Assistant Management  
Department of General Administration and Development (GAD)  
DEGRO Groups and CO.   
San Diego, California, USA