**Date:**

**To**

**[The Recipient]**

**Re. Notice to Maintain Attendance Register as Temporary Replacement of Biometric device until Further Orders**

Dear Liam,

This letter has been penned in pursuance of letter no. 701 complaining about the fault in a biometric device that is used for biometric marking of attendance. An attendance register has to be kept and maintained as a replacement for the biometric device. The attendance register would be a temporary replacement and after a certain time, attendance shall be returned to the biometric device.

 In the complaint letter submitted on 5th May 2021, it was stated that the biometric device that has been inscribed in the main gate corridor has been out of order and needs repair and other installations. The device showed some systematic error while it looked over and scanned for the Weekly Attendance Report. The device has been sent to the IT Department for software reinstallation and repair that can take time.

During that time, it is requested to maintain an attendance file with Microsoft Excel sheets to mark the presence, absence, leaves, and late arrivals. This replacement has been made temporarily, therefore, it needs to be in charge manually. Marking attendance is crucial as the whole criteria of payroll and employee performance are complemented by attendance. All the instructions for maintaining a manual attendance register have been enclosed in this file.

All the employees should be informed about the replaced medium of marking attendance and should be bound to mark it on daily basis. No marking of attendance shall be considered as an absence that can affect the payroll at the end of the month. Attendance must be reviewed by the Human Resource Manager and duly signed. For more call me at +1[X] or email me at [EMAIL]. Thank you for the cooperation.

Best Regards

Michael Nova  
The General Admin  
One Star Group of Agencies  
U-11 Swan Road, OR Avenue, San Diego  
CA, USA