**DATE**

**Subject: adhere to company policy regarding [XYZ]**

Dear Jordan,

It has been brought to my notice that you are not following the attendance policy of the company. The competent authority has formulated various rules for its employees regarding attendance. If an employee violates any policy, the company will have the full right to take severe action against him. Accordingly, you have been found violating clauses no. 24 and 30 of the attendance policy.

On [date], you mentioned 8:00 am in your attendance column whereas you were 30 minutes late and arrived in the office at 8:30 am. Similarly, on another occasion, you went on a short break but it was not mentioned anywhere in the short leave register. It has been observed that you are not adhering to the attendance policy and ignoring all the warnings.

Now, it will be beneficial if you adhere to the attendance policy of the company. You are required to mark your attendance by mentioning the exact timing of your arrival. Furthermore, if you take short leave, the time of your departure and arrival must be mentioned on the leave register.

Jordan, the company has designed its attendance policy keeping in view the best possible interest of its employees. Since its implementation, it has become your responsibility to follow all prescribed rules which are mentioned in it. Apparently, failure in following the directions will lead to disciplinary action in the form of salary deduction or suspension.

It is hereby advised that you must strongly adhere to the existing attendance policy. Please follow all rules and procedures of the company. We are looking forward to seeing a positive change in your behavior from now onward.

Sincerely,

HR manager