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with a warning letter for attendance lateness for starters but what should you include in that letter and how do you use it to prevent frequent attendance problems why it s important to address attendance and tardiness first let s briefly touch on why it s important to address these issues to begin with

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jun 8 2023 if unexcused absences or lateness continue beyond the next insert timeframe we may have to consider further disciplinary actions potentially including termination by signing this document you acknowledge the attendance issues stated above and commit to improving your punctuality and attendance

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boss of why you're missing work here are tips to use when writing a good absence excuse letter 1 ensure the reason is legitimate there are several reasons that you may need to be absent from work unexpectedly including illness