SAMPLE OF LETTER OF WARNING - ATTENDANCE

Step 2 of Disciplinary Process – After Verbal (documented) Warning

Date:
Name of Student Employee
RE: Letter of Warning – Attendance

Dear Student,

As we discussed on 10/29/14, your overall work performance is generally good however, the number of occasions you have “called in” to report that you could not work has created a problem that must be immediately corrected. Specifically during the five weeks you have been employed in the Office of Student Financial Aid Services you called in on 9/3, 10/8, and 10/29. Two out of three of those calls were received at the last minute forcing us to cancel pre-scheduled staff meetings as the office was counting on your presence for front desk coverage. An occasional absence due to an emergency or even an extended illness is understandable, however the number and frequency of your absences from work is not acceptable.

Good attendance is an expectation that was discussed with you during the interview process and reinforced when we talked on 10/15. I trust that bringing this concern to your attention in a more formal manner will help you understand the importance of the issue. Knowing your work ethic and commitment to the organization I anticipate a positive response. However, if improvement in this area does not occur, further disciplinary action up to and including dismissal will be taken. It is my sincere hope that we will be able to work constructively toward improvement.

Sincerely,

Kimberly A. Duby

Assistant Director, Scholarships & Student Employment

Office of Student Financial Aid Services