To: Reginald Lau

From: Chase Lee

Date: September 1, 2018

Re: Written Reprimand for Attendance

This is an official written reprimand for your failure to perform the required functions of your position by attending work on time and as scheduled. You have arrived over fifteen minutes late for work on four occasions in the past two weeks.

Since timely attendance is a significant factor in serving our customers in your customer service role, this attendance is unacceptable. Phone coverage is scheduled to provide optimum service to customers.

When you arrive late for your shift, we are forced to ask another employee to cover for you. This entails both an inconvenience for your coworker, and disrespect for his or her schedule, and the creation of overtime expenses for your employer.

You have received verbal counseling and a verbal warning for your earlier tardy and absenteeism problems on several occasions. The verbal counseling is not having the impact that we had expected on your attendance since your attendance on time is not improving.

Consequently, this written reprimand is reminding you of the critical importance of your attending work on time and as scheduled. Attendance at work, on time and as scheduled, is a core requirement of your job description.

Continuing attendance problems will result in further disciplinary action up to and including employment termination.

A copy of this written reprimand will be placed in your official personnel file where you will also have the opportunity to offer a response that we can attach to this written reprimand.

Signature:

Supervisor Name:

Date:

I acknowledge that I have received and understand this written reprimand. My acknowledgment does not necessarily mean that I agree with its contents. I understand that a copy of this written reprimand will be placed in my official personnel file. I also understand that I have the right to prepare a written response that Human Resources will attach to the original written reprimand in my file.

Employee Signature:

Employee Name:

Date: