



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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**<<Company>> NOTICE OF EXCESSIVE ABSENTEEISM**

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Excessive Absenteeism

This notice is to inform you of the Company's recognition of what it deems excessive absenteeism, and to describe the events that have occurred over the past << Insert time frame this notice covers >> which have resulted in the need for disciplinary action. This notice shall explain the corrective action and conduct that the Company expects in order for you to remain employed with this firm.

According to << Insert the source that you are citing, such as payroll, attendance records or time clock >>, you have been absent from work <<Insert # of absences>> days over the past << Insert time frame this notice covers >>.

<<Insert a more detailed explanation of the attendance problem. Separate out the different types of absenteeism you are experiencing from the employee. (Excessive sick days, late, sporadic days off, lack of timely notification, etc.) >>

<< Insert documentation and/or reference past contacts dealing with this issue. >>

As we've previously discussed with you, excessive absenteeism is unacceptable and

**DEMO CONTRACT**

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-letter-of-excessive-absenteeism.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

