



# TIP Friendly Society

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## Suspension Letter. Tardiness.

Name: Andrew Thomas  
Employee ID: 101

Dear Mr/Ms Thomas

This letter serves as a notice of suspension in the matter of your attendance and to set out, once again, the procedures and guidelines for your continued employment with TIPFS. Earlier this Year, you were given an initial written warning about your poor attendance record. Following that warning, your attendance was monitored and when it was found that there was still no improvement; you were given a second written warning. Since the second warning was issued, there have been seven instances in which you were either absent from work or you were late. We therefore have no alternative but to inform you that you are now placed on a 5 day suspension without pay effective immediately. We must also warn you that any further absences from work may lead to termination of your employment with TIPFS. We hope that you understand the seriousness of this matter and will take the necessary steps to improve your attendance record. While We do not want to terminate your employment, it is vital that you understand how important it is that you are present at work when expected to and willing to do your job.

Please sign here \_\_\_\_\_

*"Serving you is our pleasure"*

### Committee of Management

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