**letter to request improvement in Attendance/Letter of concern**

{today}

Dear {agentName},

I am writing to express concern regarding your attendance at work.

Teamsearch monitor absence with the Bradford Factor scoring system. The Bradford Factor advises the business on the correct level of action to take and allows us to monitor patterns and periods of absences across the company.

The table below defines the appropriate action to be taken in relation to the number of Bradford Factor points reached.

|  |  |
| --- | --- |
| **Points** | **Outcome** |
| 50 – 124 | Letter of Concern |
| 125 – 399 | First Written Warning |
| 400 – 649 | Final Written Warning |
| 650 and over | Termination of Contract |

You have reached {score} points (the {bradfordStage} bracket) which is a cause for concern for the business, and has resulted in us issuing this letter to make you aware that further instances of absence will increase your Bradford Factor score. An increase in the threshold from here will result in further action in the form of a disciplinary. Your absences have been recorded in the table below, along with the formula explaining how you have reached this amount of points.

**Your Absence**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of Spells** | **Start of Absence** | **End of Absence** | **Number of Days Absent** | **Cumulative Days Absent** | **Bradford Factor Score** |
| {#details}{rollingSpells} | {startDate} | {endDate} | {duration} | {rollingDays} | {score}{/details} |

Your Bradford Factor score is calculated using the following formula:

* Number of Spells Absent x Number of Spells Absent x Cumulative Number of Days Absent = BRADFORD FACTOR SCORE.

Please note that information regarding Bradford Factor is available on the staff news board and in the induction pack.

I declare that I have read and understood the information that has been provided to me in this document, and the implications that further absences from the business will have on my employment.

Name .................................................. *(Employee)*

Signed..................................................

Date.....................................................

Name: {tlName} *(Team Leader)*

Signed..................................................

Date.....................................................