



Hard Worker  
EIN: 00000000

City Carrier

Anytown, TN 00000

**SUBJECT: Letter of Warning**

This official Letter of Warning is being issued to you for the following reason:

**CHARGE: FAILURE TO BE REGULAR IN ATTENDANCE**

A review of your attendance record from January 1, 2020, to May 15, 2020, indicates that you have been absent from your official duties on the dates listed below.

<u>DATE</u>	<u>NUMBER OF HOURS</u>	<u>TYPE OF LEAVE</u>
01/21/2020	8	SL
05/02/2020	8	SL
05/03/2020	8	SL
05/04/2020	8	SL
05/05/2020	8	SL

On May 23, 2020, you were given an investigative interview, affording you an opportunity to respond to your actions. During the interview you failed to justify your failure to be regular in attendance. Therefore, you are charged as stated above,

Your actions are in violation of the following pertinent sections of the *Employee & Labor Relations Manual* (ELM):

**665.4 Attendance**

**665.41 Requirement of Regular Attendance**

Employees are required to be regular in attendance. Failure to be regular in attendance may result in disciplinary action, including removal from the Postal Service.

It is hoped that this official Letter of Warning will serve to impress upon you the seriousness of your actions and that future discipline will not be necessary. If you are having difficulties which I may not be aware of or if you need additional assistance or instructions for improving your performance, please call on me, or

**DISC**

