

[Your Company's Letterhead]

[Date]

[Employee's Name] [Employee's Address] [City, Postcode]

Dear [Employee's Name],

Subject: Introduction of Trigger Points for Absence Management

I hope this letter finds you well. As part of our ongoing efforts to maintain a productive and healthy workplace, we are introducing new measures to effectively manage employee absences.

Starting from April, we will be implementing a system of "trigger points" to monitor and manage absences across the company. This system is designed to identify patterns of absence and help us support employees in maintaining regular attendance.

The trigger point system will work as follows:

Definition of Trigger Points: Specific thresholds of absence occurrences within a set timeframe will be defined. Reaching or exceeding these thresholds will prompt a formal review meeting to discuss the employee's attendance.

Support and Guidance: Our aim is to work collaboratively with employees to identify any underlying issues contributing to absences and provide appropriate support and guidance. This may involve discussing potential adjustments or resources available to assist you.

Lifestyle Changes: We encourage all employees to consider any necessary lifestyle changes that may help improve regular attendance. This might include wellness initiatives, time management strategies, or seeking better work-life balance.

We believe that these changes will foster a supportive work environment that benefits everyone. By ensuring a consistent level of attendance, we can improve efficiency and team performance across the company.

Your cooperation and understanding of this new system will be greatly appreciated. Should you have any questions or wish to discuss this further, please feel free to contact [insert name of person to contact].

Thank you for your attention and commitment to making our workplace a healthy and productive environment.

Yours sincerely