

HELLO!



LITTLE CHOMPERS
— PEDIATRIC DENTISTRY —

60 day Probation

This letter serves as an official reprimand for missing [1 or more] days within 30 days of receiving a written warning for several absences.

On date [DATE] you took leave from your job without requesting or receiving permission from your manager. We have documented your absences on multiple occasions and provided opportunities to address the issue. Including a verbal warning on [DATE] and written warning on [DATE]. Unfortunately, your attendance record continues to significantly impact your job performance and productivity of your team. As per company policy, you will be placed on a 60 day probation, and any absences within those 60 days constitute grounds for termination. During the probation period, you will not accrue PTO, or receive a monthly stipend. This kind of behavior is seen as a sign of negligence of your duties that goes against our company's employee attendance policy.

At Little Chompers Pediatric Dentistry, we value attendance and consider it to be an important factor in any employee's position. It is our sincere hope that you will adhere to the company's attendance expectations to avoid termination. You are hereby advised that further infractions of our attendance policy will not be accepted and that proper attendance is required or you will be terminated.

Kindly treat this matter with all the urgency and seriousness it demands. A copy of this letter will be enclosed in your official personnel file.

Date: _____

Employee signature: _____ Printed name: _____

Supervisor signature: _____ Printed name: _____

Little Chompers Pediatric Dentistry

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