

[Your Company Letterhead]

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Position]

[Department]

Subject: Arrival Time Violation Notice

Dear [Employee's Name],

This letter serves as a formal notice regarding your repeated violations of the company's arrival time policy. As per our records, you have arrived late on the following occasions:

- [Date] - Arrived at [Time]
- [Date] - Arrived at [Time]
- [Date] - Arrived at [Time]

We understand that unforeseen circumstances can arise; however, it is essential to adhere to your scheduled start time to maintain a productive work environment. Continued violations may lead to disciplinary actions.

Please consider this letter a reminder to improve your punctuality moving forward. We value your contributions to the team and hope to see improvements in this area.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]