

Subject: Late Arrival Notification

Dear [Employee's Name],

We would like to inform you that we have noted your late arrival on [Date]. We understand that unforeseen circumstances can occur, and we appreciate your effort in communicating with us.

Please ensure that you arrive on time in the future, as punctuality is crucial to maintaining a productive work environment.

If there are any ongoing issues affecting your punctuality, please feel free to discuss them with your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]