

Late Check-In Warning

Date: [Insert Date]

[Employee Name]

[Employee Job Title]

[Department]

[Company Name]

Dear [Employee Name],

We are writing to address a concern regarding your recent check-in times. It has come to our attention that you have been consistently checking in late over the past few weeks. Specifically, we have noted the following instances:

- [Date 1] - Checked in at [Time]
- [Date 2] - Checked in at [Time]
- [Date 3] - Checked in at [Time]

Regular check-in times are crucial for maintaining workflow and team efficiency. We understand that unexpected situations can arise, but we encourage you to communicate any issues that may affect your punctuality.

Please treat this letter as a formal warning. Continued late check-ins may result in further disciplinary action.

We appreciate your attention to this matter and expect to see improvement moving forward.

Sincerely,

[Your Name]

[Your Job Title]

[Department]

[Company Name]