

Subject: Follow-Up on Lateness

Dear [Employee Name],

I hope this message finds you well. I wanted to follow up regarding your recent pattern of lateness to work. We have noticed that you have arrived late on [insert specific dates]. Timeliness is essential to our team's productivity and overall morale.

Please let me know if there are any underlying issues that may be contributing to this situation. We are here to support you and would like to work together to ensure that this does not continue to be a problem.

Thank you for your attention to this matter. I look forward to hearing back from you.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]