

Subject: Lateness Reminder

Dear [Employee's Name],

I hope this message finds you well. This is a gentle reminder regarding your recent pattern of tardiness. We have noticed that you have arrived late to work on several occasions over the past few weeks.

We understand that unforeseen circumstances can arise, but it is important to adhere to the scheduled work hours. Consistent lateness can disrupt the workflow and affect team productivity.

Please make an effort to arrive on time moving forward. If you are facing any challenges that are affecting your punctuality, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]