

Punctuality Issue Notice

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name/Position]

Subject: Notice Regarding Punctuality

Dear [Team Member's Name],

I hope this message finds you well. I am writing to formally address a concern regarding your punctuality. It has come to my attention that you have frequently arrived late to work, which affects not only your performance but also the overall productivity of our team.

We value punctuality as it reflects professionalism and respect for our team's time. Please consider this notice as an opportunity to improve upon this matter. I encourage you to reflect on any challenges you may be facing and to communicate with me if you require support in managing your schedule.

Let's work together to find a solution that works for both you and the team. I'm confident that with open communication, we can address these concerns constructively.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]