

Subject: Concern Regarding Repeated Lateness

Dear [Employee's Name],

I hope this message finds you well. I am writing to bring to your attention a matter of concern regarding your recent attendance. We have noticed that you have been consistently arriving late to work over the past [number] weeks/months.

Timeliness is crucial to our team dynamics and overall productivity. Your repeated lateness not only impacts your work but also affects your colleagues and the workflow in general.

We value your contributions to the team and want to support you in this matter. I would like to discuss this with you further to understand if there are any underlying issues affecting your punctuality. Please let me know a convenient time for us to meet.

Thank you for your attention to this matter. I look forward to resolving this issue together.

Sincerely,
[Your Name]
[Your Position]
[Company Name]