

# Tardiness Warning Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to formally address a concern regarding your recent patterns of tardiness. It has been observed that you have arrived late to work on several occasions over the past [insert timeframe]. Punctuality is crucial for maintaining productivity and ensuring that our operations run smoothly.

Specifically, the dates on which your late arrivals were noted are as follows:

- [Date 1] - [Time]
- [Date 2] - [Time]
- [Date 3] - [Time]

We understand that unforeseen circumstances may occur; however, we expect all employees to communicate any issues affecting their punctuality in a timely manner. Continued tardiness may lead to further disciplinary action.

We appreciate your attention to this matter and hope to see an improvement in your punctuality. Please feel free to reach out if you would like to discuss this further.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]