

# Unpunctuality Notice

Date: [Insert Date]

To: [Staff Member's Name]

Department: [Department Name]

Dear [Staff Member's Name],

This letter serves as a formal notice regarding your unpunctuality at work. It has been observed that you have frequently arrived late to your scheduled shifts over the past [insert time frame].

Punctuality is essential to maintaining a productive work environment and is vital for the overall success of our team. We understand that circumstances can arise that may affect your ability to arrive on time. If there are any underlying issues, we encourage you to discuss them with your supervisor.

Please consider this notice as a reminder of the importance of adhering to your scheduled work hours. Continued unpunctuality may result in further action in accordance with our company policy.

We appreciate your attention to this matter and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]