

Attendance Warning Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Subject: Attendance Warning for Chronic Lateness

I am writing to formally address a concern regarding your punctuality at work. According to our records, you have been late to work on several occasions over the past [insert period]. This continued pattern of lateness disrupts our workflow and affects team productivity.

Please be aware that consistent punctuality is a required aspect of your role at [Company Name]. We understand that unforeseen circumstances may arise, but we expect you to communicate any potential delays in advance.

If this pattern continues, we may need to take further action as outlined in our company policy. We encourage you to improve your attendance and ensure you arrive on time moving forward.

If you have any underlying issues that you feel are impacting your attendance, please feel free to discuss them with me directly.

Thank you for your attention to this matter. We hope to see improvement in your attendance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]