

Attendance 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 attendance record, specifically regarding excessive tardiness.

Our records indicate that you have been late to work on several occasions over the past [Insert Time Frame]. This behavior is contrary to our company policy regarding punctuality and can disrupt the workflow of your team.

Our goal is to maintain a productive work environment for all employees. We understand that situations may occasionally cause delays; however, it is important to communicate any issues in a timely manner.

We encourage you to take the necessary steps to improve your punctuality. Failure to show improvement may lead to further disciplinary action.

Please feel free to reach out to your supervisor or HR if you wish to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]