

Warning Letter for Employee Misconduct Due to Tardiness

Date: [Insert Date]

To,
[Employee Name]
[Employee Position]
[Department]
[Company Name]

Subject: First Warning for Repeated Tardiness

Dear [Employee Name],

This letter serves as an official warning regarding your repeated tardiness in arriving at work. As per our records, you have arrived late on the following dates/times:

- [List specific dates and times of tardiness]

Your repeated late arrivals are in direct violation of our company's attendance policy as outlined in the employee handbook. This behavior disrupts team productivity and impacts overall workplace morale. Punctuality is essential for the smooth operation of our team, and your tardiness affects others who rely on your presence and contributions.

We expect you to demonstrate immediate and sustained improvement in your punctuality. Continued disregard for our attendance requirements may result in further disciplinary action, up to and including suspension or termination of employment.

Please treat this letter as a reminder of the importance the company places on punctuality and accountability. If there are any circumstances affecting your ability to arrive on time, we encourage you to discuss them with your supervisor or the HR department.

Kindly acknowledge receipt of this letter by signing below.

Sincerely,
[Supervisor/Manager's Name]
[Position]
[Company Name]

Acknowledged by:

[Employee Name & Signature]
Date: _____