

[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- Employee warning letter for late coming to work

Dear [Name of Employee],

Management considers your continued tardiness to work unacceptable. This letter serves as a formal written caution. You have specifically been tardy on the following occasions:

[Date and time the employee was late reporting to work]

[Date and time the employee was late reporting to work]

[Date and time the employee was late reporting to work]

We work hard to make sure that every employee has a fair workplace. Regularly arriving late to work not only violates the standards we have for our workers, but it also unfairly affects your coworkers' working conditions.

This is a warning letter about your frequent tardiness, which demonstrates your carelessness with the task. Despite our verbal warning, you continue to arrive late for

work. Take this [Mention the email address] as the management's final warning, and explain the situation clearly.

To properly accomplish our company objectives and provide our clients with the finest service possible, we set regular periods for your work. Everyone on the team works hard to ensure our company's success, thus it would be unfair to the other team members who are upholding our high standards if even one member of the team were to arrive late.

We anticipate you to make up for this violation of our attendance obligation swiftly.

If you are consistently late, you risk being fired or facing other disciplinary measures.

Regards,

Sincerely,

I'm grateful.

Regards,

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]