

Tardiness Warning Letter

Date: _____

To: _____

Position: _____

This is a formal warning regarding your repeated tardiness at work. It has come to our attention that you have been late on several occasions, which violates company policy and disrupts productivity.

We expect all employees to adhere to their scheduled work hours. Continued instances of tardiness may result in further disciplinary action, up to and including termination of employment.

Please consider this letter as an official warning and take immediate steps to correct your attendance.

Employee Signature: _____

Manager/Supervisor: _____

Date: _____