

First Warning Letter for Tardiness

Subject: First Warning for Tardiness

Dear [Employee Name],

This letter is issued as a first warning regarding your repeated tardiness. Records indicate that you have arrived late on [list dates].

Punctuality is essential for team productivity and maintaining workplace standards. Please ensure that you adhere to your scheduled working hours. Further incidents may result in a final warning or additional disciplinary measures.

Sincerely,

[Your Name]

[Position]

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