Serious Letter of Reprimand for Repeated Lateness

Subject: Reprimand for Attendance Violations

Dear [Employee Name],

This letter is to formally reprimand you for repeated lateness, recorded on [list dates]. Punctuality is essential for team efficiency and your continued tardiness disrupts workflow.

You are required to take immediate corrective measures and adhere to the attendance policy.

Failure to improve may lead to further disciplinary action, including suspension.

Please treat this matter seriously and confirm your commitment to comply.

Sincerely,

[Manager Name]

[Department]

[Company Name]

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