

Official Warning for Chronic Lateness

Subject: Reprimand for Repeated Lateness

Dear [Employee's Name],

This letter is a formal reprimand regarding your repeated failure to arrive at work on time. Despite previous verbal warnings and discussions, your attendance record continues to show frequent lateness, most recently on [list dates or instances].

Your tardiness affects not only your productivity but also team operations and project deadlines. The company values punctuality and expects all employees to maintain consistent attendance.

Please treat this as an official warning. Continued disregard for attendance requirements will lead to disciplinary measures, including suspension or termination. We urge you to make the necessary changes immediately to improve your reliability.

We hope you take this opportunity to correct this issue and restore confidence in your professional commitment.

Sincerely,

[Supervisor's Name]

[Department Name]

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