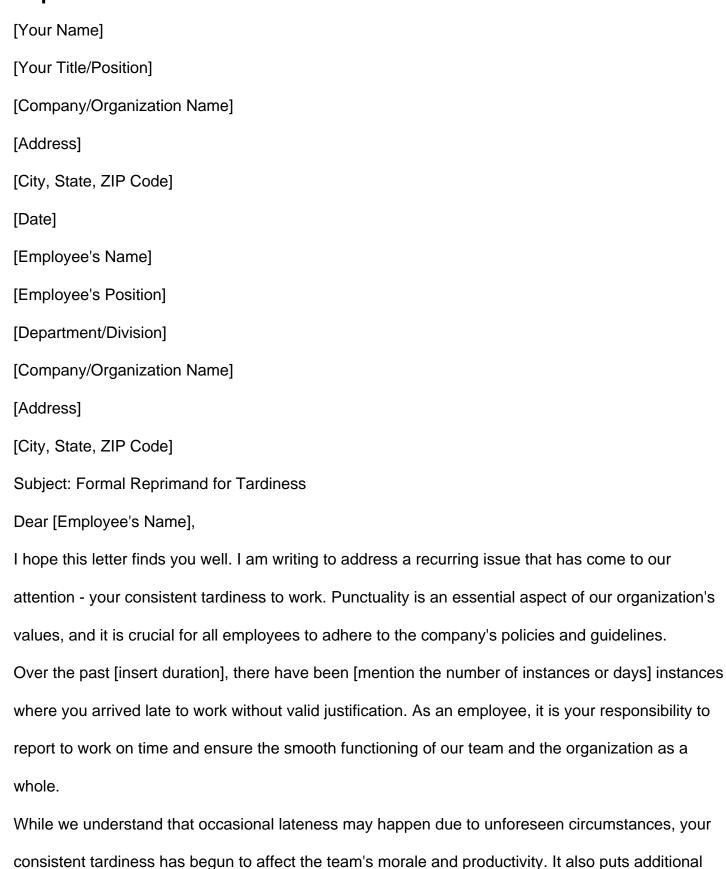
Reprimand Letter For Tardiness



burden on your colleagues who have to cover for your absence until you arrive.

In order to maintain a harmonious work environment and ensure fairness among all employees, we

must address this matter seriously. As a result of your recurring tardiness, I am issuing you a formal

reprimand. Please be aware that this reprimand will be documented in your employee file.

Moving forward, we expect immediate and sustained improvement in your punctuality. To assist you

in this matter, please consider the following steps:

1. Review and familiarize yourself with the company's policies and expectations regarding

attendance and punctuality.

2. Identify any specific challenges that hinder your ability to arrive on time and address them

promptly. If necessary, discuss any personal or work-related issues that may be affecting your

punctuality with your supervisor or the HR department.

3. Set multiple alarms and reminders to ensure that you have sufficient time to get ready and

commute to work.

4. Make necessary adjustments to your morning routine to minimize any potential delays.

5. In case of any anticipated delays, promptly inform your supervisor or the HR department so that

appropriate arrangements can be made.

We believe in your potential as a valuable member of our team, and we hope that you will take this

reprimand seriously and make a genuine effort to improve your punctuality.

Failure to demonstrate immediate and sustained improvement in your punctuality may result in

further disciplinary actions, which could include more severe consequences.

If you have any questions or need assistance in resolving this matter, please do not hesitate to

reach out to your supervisor or the HR department.

We trust that you will treat this matter with the utmost seriousness and professionalism. Your

cooperation in this regard will be greatly appreciated.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]