

Serious Reprimand Letter

Subject: Serious Reprimand Concerning Attendance

Dear [Employee Name],

This letter addresses your habitual lateness over the past [duration]. Multiple warnings have been issued verbally and in writing, yet your punctuality has not improved.

Your tardiness negatively impacts team productivity and sets a poor example for peers. Consider this a serious warning: any further violations will result in formal disciplinary measures.

Sincerely,

[Your Name]

[Title / Department]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/reprimand-letter-for-tardiness>