

Heartfelt Reprimand Letter

Dear [Employee Name],

I value your contributions to the team, but I must address your recurring late arrivals. Your skills and dedication are appreciated, but arriving on time is essential to team coordination and fairness.

I hope you can take this feedback positively and make adjustments. Please reach out if there are underlying issues affecting your punctuality—we want to support you in improving.

Sincerely,

[Your Name]

[Position]

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