

Warning Letter For Late Coming

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Address]

[City, State, Zip Code]

Subject: Warning Letter for Late Coming

Dear [Employee's Name],

I hope this letter finds you well. We write to address a matter of concern regarding your punctuality at work. It has come to our attention that you have been consistently arriving late to work in recent weeks. Punctuality is a critical aspect of maintaining a productive and efficient work environment, and tardiness can have a negative impact on both your own performance and the team's overall success.

While we understand that occasional unavoidable delays can happen, consistent late coming is not acceptable and can disrupt the smooth functioning of the company. It is essential for every employee to be present and ready to start work at the designated time. The company's policies and your employment contract clearly state the importance of punctuality and adherence to the set work hours.

To address this issue, we expect immediate improvement in your time management and adherence to the company's schedule. The following steps will be taken to ensure your promptness:

1. Monitoring Period: Over the next [specific time period, e.g., two weeks], we will closely monitor your attendance and punctuality.
2. Improvement Plan: We request you to create a detailed plan outlining steps you will take to ensure timely arrival at work. This may include setting multiple alarms, adjusting your morning routine, or seeking alternative transportation methods, if necessary.
3. Supervisor's Involvement: Your immediate supervisor will regularly follow up with you to assess your progress in adhering to the improvement plan and your overall punctuality.
4. Consequences: Failure to show significant improvement within the specified monitoring period may lead to further disciplinary action, up to and including termination of your employment.

We believe in providing our employees with every opportunity to excel, and we genuinely hope that this warning will serve as a wake-up call to rectify the issue promptly. Your punctuality and commitment to your work are essential to your professional growth and the success of our team.

Please sign and return a copy of this letter to acknowledge that you have received it and understand the expectations laid out. Should you wish to discuss this matter further or require any assistance in meeting the punctuality standards, please feel free to reach out to your supervisor or the Human Resources department.

We expect your cooperation in this matter and anticipate seeing a positive change in your timekeeping moving forward.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Employee's Signature]

[Date]