

Official warning letter

Subject: Warning for Repeated Late Coming

Dear [Employee Name],

It has been observed that you have been arriving late to work on multiple occasions. Punctuality is crucial for maintaining workflow and team efficiency.

This letter serves as a formal warning. Continued tardiness may result in further disciplinary action, including suspension or termination as per company policy.

Please treat this matter seriously and ensure timely attendance going forward. Should there be any underlying issues affecting your punctuality, kindly discuss them with your supervisor immediately.

Sincerely,

[Manager Name]

[Title]

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