

Follow-up warning letter

Subject: Second Warning for Late Coming

Dear [Employee Name],

Despite the initial warning issued on [Date], it has come to our attention that your punctuality has not improved. Maintaining regular attendance is essential for your role and overall team performance.

This is your second formal warning. Any further instances of late arrival may result in stricter disciplinary measures.

We encourage you to take immediate corrective action. Please contact your supervisor if there are any difficulties affecting your timely attendance.

Sincerely,

[Manager Name]

[Title]

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