

Official strict warning

Subject: Urgent Attention Required: Late Coming

Dear [Employee Name],

Your repeated late arrivals, most recently on [Dates], are affecting team productivity and operational efficiency. This is a serious matter requiring immediate correction.

Consider this a final warning. Continued tardiness may lead to suspension or termination in accordance with company policy.

Please meet with your supervisor to discuss any challenges you may be facing and to outline a plan for improvement.

Regards,

[Manager Name]

[Title]

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