Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager Name/HR Department]

Subject: Formal Warning for Consistent Tardiness

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attendance record and consistent tardiness. It has been noted that you have arrived late to work on the following dates:

- [Date]: [Time arrived]
- [Date]: [Time arrived]
- [Date]: [Time arrived]

According to our company policy, employees are expected to be at their workstations and ready to begin work by [Shift Start Time]. Your repeated failure to arrive on time disrupts team operations and affects overall productivity.

We have previously discussed this issue with you on [Date of Verbal Warning], but there has not been a satisfactory improvement. You are expected to rectify this behavior immediately and adhere to your scheduled working hours.

Please be advised that further instances of tardiness may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations moving forward.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of continued tardiness.

Signature: _____ Date: _____