Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Insert Job Title]

Subject: Warning Letter for Repeated Timekeeping Inaccuracies

Dear [Employee Name],

This letter serves as a formal warning regarding your repeated failure to accurately record your working hours. Accurate timekeeping is a requirement for all employees to ensure correct payroll processing and compliance with company policy.

Despite previous [verbal/informal] discussions regarding this matter on [Date of previous talk], we have noted the following continued discrepancies:

- [Date]: [Description of error, e.g., failure to clock in]
- [Date]: [Description of error, e.g., unauthorized overtime/manual adjustment]
- [Date]: [Description of error, e.g., late clock-in]

Please be advised that it is your responsibility to record your start, end, and break times accurately and in real-time. Failure to adhere to the company's timekeeping procedures is a violation of our code of conduct.

Effective immediately, we expect you to provide accurate and timely records of your hours. Failure to improve your timekeeping accuracy or further occurrences of these discrepancies may lead to further disciplinary action, up to and including termination of employment.

If you are experiencing technical difficulties with the timekeeping system or require further training on how to use it, please notify your supervisor immediately.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____