

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Subject:** FINAL WRITTEN WARNING

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued tardiness and failure to adhere to the company's attendance policy. Despite previous discussions and warnings issued on [Date of First Warning] and [Date of Second Warning], your punctuality has not improved to an acceptable level.

Our records show the following recent instances of unexcused lateness:

- [Date]: [Number of minutes] minutes late
- [Date]: [Number of minutes] minutes late
- [Date]: [Number of minutes] minutes late

Late arrivals disrupt team operations and place an unfair burden on your colleagues. As an employee, you are expected to be at your workstation and ready to work by [Start Time].

**Requirement for Improvement:**

Effective immediately, you are required to report to work on time every scheduled day. We will monitor your attendance closely over the next [Number, e.g., 30 or 90] days.

**Consequences:**

Failure to meet the requirements of this warning, or any further instances of tardiness, will result in further disciplinary action, up to and including the termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this situation.

Sincerely,

[Manager Name]

[Manager Title]

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Employee Signature

Date

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