

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Documentation of Verbal Warning - Excessive Tardiness

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Meeting] regarding your excessive tardiness.

Record of Tardiness:

You have been late to work on the following dates:

- [Date 1]: [Minutes/Hours] late
- [Date 2]: [Minutes/Hours] late
- [Date 3]: [Minutes/Hours] late

Expectations:

Your scheduled shift begins at [Start Time]. It is expected that you are at your workstation and ready to begin work at this time. Consistent attendance is essential for the operational needs of the department.

Required Action:

Effective immediately, you are required to report to work on time for every scheduled shift. Failure to improve your punctuality or further instances of tardiness may lead to additional disciplinary action, up to and including termination of employment.

Employee Comments:

[Space for employee to write comments if applicable]

Supervisor Signature

Employee Signature (Acknowledging Receipt)