

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: First Written Warning for Excessive Tardiness

Dear [Employee Name],

This letter serves as a formal written warning regarding your repeated tardiness. Punctuality is an essential requirement of your position at [Company Name], and your failure to arrive at your scheduled start time is impacting team productivity and operations.

Record of Tardiness:

Our records indicate that you were late on the following dates:

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

Previous Discussions:

This issue was previously discussed with you informally on [Date of verbal warning]. Despite that conversation, there has not been a sustained improvement in your attendance.

Expectations:

Moving forward, you are expected to be at your workstation and ready to work by your scheduled start time of [Start Time]. If you anticipate being late due to an emergency, you must contact [Manager Name] by [Required Notification Time].

Consequences:

Failure to improve your punctuality immediately may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

Employee Signature

Date

Supervisor Signature