

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: SECOND WRITTEN WARNING - Habitual Tardiness

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to adhere to the company's attendance and punctuality policy. Despite the initial written warning issued on [Date of First Warning], your attendance records indicate that you have continued to arrive late for your scheduled shifts.

Record of Recent Tardiness:

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

Punctuality is an essential requirement of your position. Your frequent lateness disrupts team operations, affects productivity, and places an unfair burden on your colleagues.

Expectations:

Effective immediately, you are expected to be at your workstation and ready to begin work at your scheduled start time of [Start Time]. You must notify your supervisor at least [Number] minutes in advance if an emergency prevents you from arriving on time.

Consequences:

Please be advised that this is a serious matter. Failure to show immediate and sustained improvement in your punctuality will result in further disciplinary action, which may include a final written warning, suspension without pay, or termination of employment.

A copy of this warning will be placed in your official personnel file.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my manager. I understand the expectations and the consequences of further tardiness.

Employee Signature

Date