Date: [Date]

To: [Employee Name]
Job Title: [Job Title]

From: [Manager Name]
Department: [Department Name]

Subject: FINAL WRITTEN WARNING - REPEATED TARDINESS

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your continued failure to adhere to the company's attendance and punctuality policy. Despite previous verbal and written warnings issued on [Date of First Warning] and [Date of Second Warning], your record shows that you have been late for your scheduled shift on the following recent occasions:

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

Repeated tardiness negatively impacts team productivity and places an unfair burden on your colleagues. Reliability is a fundamental requirement of your role as a [Job Title].

Expectations for improvement:

- You are required to be at your workstation and ready to begin work by [Start Time] every day.
- Any future absence or lateness must be reported to [Manager Name] at least [Number] minutes/hours prior to your start time.

This is your final warning. Immediate and sustained improvement in your attendance is required. Failure to comply with these expectations or any further instances of tardiness will result in further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further tardiness.

Employee Signature: _____ Date: _____