

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Final Written Warning: Excessive Tardiness

Dear [Employee Name],

This letter serves as a final formal warning regarding your continued failure to adhere to [Company Name]'s attendance and punctuality policy. Despite previous discussions and disciplinary actions on [Dates of previous warnings], your punctuality has not improved to a satisfactory level.

Incident Details:

Since your last warning, you have been late on the following dates:

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

Expectations:

You are expected to be at your workstation and ready to begin work by [Start Time] every scheduled workday. Reliable attendance is a core requirement of your position.

Consequences:

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

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

Employee Signature

Date