

Date: [Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Formal Letter of Reprimand for Chronic Late Arrivals

Dear [Employee Name],

This letter serves as a formal reprimand regarding your repeated failure to arrive at work on time. Despite previous [verbal warnings/discussions] held on [Dates of previous discussions], your attendance has not improved to an acceptable level.

According to our records, you were late on the following dates:

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

Your scheduled start time is [Start Time]. Chronic tardiness disrupts team operations, places an unfair burden on your colleagues, and affects overall productivity. As an employee, it is your responsibility to manage your commute and personal schedule to ensure you are at your workstation and ready to work at your designated start time.

Effective immediately, you are expected to arrive at work on time every day. We will continue to monitor your attendance closely. Please be advised that further instances of tardiness may lead to additional disciplinary action, up to and including termination of employment.

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

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

Sincerely,

[Supervisor Signature]

[Supervisor Name/Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this Letter of Reprimand and have had the opportunity to discuss it with my supervisor.

[Employee Signature]

[Date]