To: [Employee Name]

From: [Supervisor/Manager Name]

Date: [Date]

Subject: First Warning Letter for Excessive Tardiness

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attendance record. Specifically, it has been noted that you have been late to work on several occasions over the past [Time Period].

Our records show that you were tardy on the following dates:

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

Punctuality is a vital requirement of your position. Your late arrivals disrupt team operations and affect overall productivity. As per our company policy, employees are expected to be at their workstations and ready to begin work by [Start Time].

We value your contributions to the team and hope to see an immediate and sustained improvement in your attendance. Please be advised that further instances of tardiness may result in additional disciplinary action, up to and including termination of employment.

If there are specific circumstances affecting your ability to arrive on time, please discuss them with me as soon as possible.

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

Sincerely,

[Supervisor Signature]

[Supervisor Name]

Employee Acknowledgment:

Signature: _____ Date: _____