Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: Second Written Warning: Habitual Tardiness

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to arrive at work on time. On [Date of First Warning], we met to discuss your punctuality and a formal warning was issued. However, since that date, you have been late on the following occasions:

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

Your scheduled start time is [Start Time]. Punctuality is an essential requirement of your position, as your tardiness disrupts team operations and affects overall productivity.

During our previous meeting, we discussed [Reference any support or schedule adjustments offered]. Despite this, the behavior has not improved to an acceptable level.

Expectations:
Effective immediately, you are expected to be at your workstation and ready to begin work at your scheduled start time. We expect to see immediate and sustained improvement in your attendance.

Consequences:
Please be advised that this is a serious matter. Failure to rectify this behavior or further instances of tardiness will result in additional disciplinary action, which may include a final written warning or termination of your employment.

Please sign below to acknowledge that you have received this letter and understand its contents.

_____
[Employee Signature]

_____
[Date]

_____
[Manager Signature]