Date: [Insert Date]

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

From: [Supervisor Name]
Title: [Supervisor Title]

Subject: Final Written Warning for Chronic Tardiness

Dear [Employee Name],

This letter serves as a formal final reprimand regarding your continued failure to adhere to the company's attendance and punctuality policy. Despite previous verbal and written warnings issued on [List Dates of Previous Warnings], your pattern of tardiness has not improved.

According to our records, you have been late on the following recent dates:

- [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 late arrivals disrupt team workflow and increase the workload for your colleagues.

Expectations:
Effective immediately, you are required to be at your workstation and ready to work exactly at [Start Time] every scheduled workday. No further instances of unexcused tardiness will be tolerated.

Consequences:
This is your final warning. Please be advised that any further instance of tardiness or failure to follow attendance procedures 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 this matter.

Sincerely,

[Supervisor Signature]

_____
[Supervisor Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the expectations and potential consequences outlined above.

_____
[Employee Signature]

Date: _____