**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** Official Letter of Reprimand - Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal reprimand regarding your repeated failure to report to work on time. Punctuality is an essential requirement of your position, and your recent attendance record has fallen below company standards.

**Details of Incidents:**

On the following dates, you arrived late to your scheduled shift:

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

**Previous Discussions:**

This issue has been previously discussed with you on [Date of verbal warning]. Despite these discussions, there has not been a sustained improvement in your punctuality.

**Expectations:**

Effective immediately, you are expected to be at your workstation and ready to begin work by your scheduled start time of [Start Time]. You are required to notify [Manager Name] at least [Number] minutes in advance if an emergency prevents you from arriving on time.

**Consequences:**

Please be advised that further instances of lateness or failure to adhere to the company's attendance policy may result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received a copy of this letter and have had the opportunity to discuss its contents with my supervisor.

_____
Employee Signature

_____
Date