Date: [Date]

To: [Employee Name]
Position: [Job Title]
From: [Supervisor Name]
Subject: Formal Letter of Reprimand for Unexcused Tardiness

Dear [Employee Name],

This letter serves as a formal reprimand regarding your repeated unexcused tardiness. According to our records, you have been late to your scheduled shift on the following dates: [List Dates].

Punctuality is an essential requirement of your position. Your failure to arrive on time disrupts departmental operations and places an undue burden on your colleagues. We have previously discussed your attendance on [Date of Previous Verbal Warning], yet the issue persists.

Effective immediately, you are expected to be at your workstation and ready to work by your scheduled start time of [Start Time]. Any further instances of unexcused tardiness or failure to follow attendance procedures may result in further disciplinary action, up to and including termination of employment.

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

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

Sincerely,

_____
[Supervisor Signature]

Employee Acknowledgment:

_____
[Employee Signature]

Date: _____