DATE: [Current Date]

TO: [Employee Name]

FROM: [Supervisor Name/HR Department]

SUBJECT: PRE-TERMINATION LETTER OF REPRIMAND: EXCESSIVE TARDINESS

Dear [Employee Name],

This letter serves as a formal reprimand regarding your continued failure to adhere to the company's attendance and punctuality policy. Despite previous discussions and warnings on [List Dates of Previous Warnings], your attendance record remains unsatisfactory.

Specifically, you were late on the following dates:

- [Date]: [Minutes/Hours] late
- [Date]: [Minutes/Hours] late
- [Date]: [Minutes/Hours] late

Your frequent tardiness disrupts department operations, places an undue burden on your colleagues, and falls below the professional standards expected at [Company Name].

This is a **final warning**. You are expected to be at your workstation and ready to work by [Start Time] every scheduled workday. Failure to demonstrate immediate, consistent, and sustained improvement in your punctuality will result in further disciplinary action, up to and including the termination of your employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Signature]

[Name of Manager/Supervisor]
[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the consequences of continued tardiness.

_____
[Employee Signature]

[Date]