Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Formal Letter of Reprimand for Unapproved Tardiness

Dear [Employee Name],

This letter serves as a formal reprimand regarding your repeated unapproved tardiness. Maintaining a consistent schedule is a vital requirement of your position, and punctuality is essential for the efficient operation of the team.

On the following dates, you arrived late to work without prior authorization or a valid emergency excuse:

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

This behavior is a violation of our company attendance policy. Previous verbal discussions held on [Date of verbal warning] have not resulted in the necessary improvement.

Effective immediately, you are expected to be at your workstation and ready to work by [Start Time]. Failure to comply with your scheduled hours or further instances of unapproved tardiness will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this letter. This document will be placed in your permanent personnel file.

Supervisor Signature: _____

Date: _____

Employee Acknowledgment:

I acknowledge that I have received this reprimand and have discussed it with my supervisor.

Employee Signature: _____

Date: _____