Date: [Current Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: FINAL WARNING: SUSPENSION WARNING FOR EXCESSIVE TARDINESS

Dear [Employee Name],

This letter serves as a formal warning regarding your continued failure to arrive at work on time. Despite previous discussions and warnings dated [Date of previous warnings], your attendance records show that you have been late on the following recent occasions:

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

Punctuality is a key requirement of your role. Your frequent tardiness disrupts department operations and places an unfair burden on your colleagues.

Required Action:
Immediate and sustained improvement in your attendance is required. You are expected to be at your workstation and ready to begin work by [Start Time] every scheduled shift.

Consequences:
Please be advised that this is a final warning. Failure to improve your punctuality immediately will result in further disciplinary action, which may include a formal suspension without pay or termination of your employment.

A copy of this warning will be placed in your permanent personnel file. If you are experiencing personal circumstances contributing to this issue, please contact the Human Resources department immediately to discuss available support.

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

_____
[Manager Signature]

_____
[Employee Signature]

[Date]