To: [Employee Name]

From: [Manager Name]

Date: [Current Date]

Subject: Performance Improvement Plan - Habitual Tardiness

Dear [Employee Name],

This letter serves as a formal Performance Improvement Plan (PIP) regarding your continued habitual tardiness. Despite previous [verbal/written] discussions on [Date of last meeting], your attendance has not met the required standards for your position.

1. Areas of Concern
Our records indicate that you have been late for your scheduled shift on [Number] occasions between [Start Date] and [End Date]. Specifically, you were late on the following dates:
- [Date]: [Minutes] minutes late
- [Date]: [Minutes] minutes late
- [Date]: [Minutes] minutes late

2. Impact
Your tardiness negatively affects team productivity, places an unfair burden on your colleagues who must cover your duties, and disrupts the operational workflow of the department.

3. Expectations and Required Improvements
Effective immediately, you are expected to:
- Be at your workstation and ready to begin work at your scheduled start time of [Start Time].
- Adhere strictly to the company's attendance and punctuality policy.
- Provide immediate notification to [Manager Name] via [Phone/Email] if an unforeseen emergency occurs that will prevent you from arriving on time.

4. Timeline and Monitoring
Your attendance will be monitored closely over the next [30/60/90] days. We will meet on a weekly basis to review your progress. This period begins on [Date] and ends on [Date].

5. Consequences
Failure to show immediate and sustained improvement in your punctuality, or any further instances of unexcused tardiness during this period, may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations outlined above.

_____
Employee Signature

_____

Date

_____

Manager Signature