Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

**Subject: FINAL WRITTEN WARNING - EXCESSIVE MORNING TARDINESS**

Dear [Employee Name],

This letter serves as a formal final warning regarding your repeated failure to arrive at work on time. Despite previous discussions and warnings issued on [Date of Verbal Warning] and [Date of First Written Warning], your attendance record shows continued morning tardiness.

Specifically, you were late on the following dates:

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

Punctuality is an essential requirement of your position. Your late arrivals disrupt team operations and affect overall productivity. You are expected to be at your workstation and ready to begin work by [Start Time] every day.

Please consider this your final warning. Immediate and sustained improvement in your attendance is required. Failure to comply with the company's attendance policy or any further instances of tardiness will result in further disciplinary action, up to and including termination of your employment.

We value your contributions to the team and hope you will take the necessary steps to correct this behavior.

Sincerely,

[Manager Signature]
[Manager Name]
[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the consequences of further tardiness.

Signature: _____ Date: _____