

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Employee ID: [Insert ID, if applicable]

From: [Manager Name/HR Department]

Subject: Formal Warning for Chronic Tardiness and Absenteeism

Dear [Employee Name],

This letter serves as a formal warning regarding your continued failure to adhere to the company's attendance and punctuality policies. Despite previous [verbal warnings/discussions] held on [Dates of previous meetings], your attendance record has not shown the necessary improvement.

Specifically, our records indicate the following infractions:

- **Tardiness:** You were late on [List Dates] by [Number] minutes/hours.
- **Unexcused Absence:** You were absent without prior authorization on [List Dates].

Reliable attendance is an essential requirement of your position. Your frequent absences and late arrivals disrupt team operations and place an undue burden on your colleagues.

Required Action:

Effective immediately, you are expected to be at your workstation and ready to work by [Insert Start Time]. You must also follow the standard procedure for reporting any unavoidable absences by contacting [Name/Department] at least [Number] hours before your shift starts.

Consequences:

Failure to rectify these attendance issues or any further violations of company policy will result in additional disciplinary action, up to and including termination of your employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Signature]

[Printed Name]

[Title]

Employee Acknowledgment:

I have received this formal warning and understand the expectations and potential consequences outlined above.

[Employee Signature]

Date: _____