Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Official Warning Letter for Buddy Punching Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your violation of the company's timekeeping and attendance policy. It has been brought to our attention that on [Date], you were involved in "buddy punching"-the act of clocking in or out for another employee, or having another employee clock in or out for you.

Specifically, the following incident was recorded: [Insert brief description of the incident/evidence].

Buddy punching is considered a serious breach of company policy and is classified as fraudulent behavior and theft of time. Accurate timekeeping is essential for payroll integrity and operational requirements.

This warning is being placed in your permanent personnel file. You are required to strictly adhere to the following expectations moving forward:

- You must only clock in and out for yourself.
- You must never provide your credentials or badges to another employee for timekeeping purposes.
- You must comply with all attendance and time-tracking procedures as outlined in the Employee Handbook.

Please be advised that any further instances of timekeeping fraud or other policy violations will result in more severe disciplinary action, up to and including immediate termination of employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of future violations.

Sincerely,

[Manager Name]
[Title]
[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____