Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Formal Written Warning: Excessive Tardiness and Time Theft

Dear [Employee Name],

This letter serves as a formal written warning regarding your continued failure to adhere to [Company Name]'s attendance and timekeeping policies. Specifically, this warning addresses concerns regarding excessive tardiness and documented instances of time theft.

Description of Infractions:

- **Excessive Tardiness:** On the following dates, you arrived late to your scheduled shift: [List Dates and Times].
- **Time Theft:** It has been identified that on [List Dates], you recorded hours on your timesheet that do not accurately reflect your actual hours worked. Specifically, [Describe incident, e.g., clocking in and leaving the premises, or having someone else clock in for you].

Policy Violation:

Your actions are in direct violation of the Employee Handbook, specifically Section [Insert Section Number] regarding Attendance and Section [Insert Section Number] regarding Time Reporting Integrity. Accuracy in time reporting is a fundamental requirement of your employment.

Required Improvement:

Effective immediately, you are expected to:

- Arrive at your workstation and be ready to work by your scheduled start time of [Insert Time].
- Ensure all time entries are 100% accurate and reflect only time spent performing work duties.
- Notify your supervisor immediately if there is any issue preventing you from arriving on time.

Consequences:

Failure to show immediate and sustained improvement in your attendance and timekeeping accuracy will result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

_____
Employee Signature

_____
Date

_____
Supervisor Signature