Date: [Insert Date]

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

Subject: OFFICIAL NOTICE AND WARNING LETTER: TIME CLOCK MANIPULATION

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the company's timekeeping procedures. It has been brought to the attention of management that there have been irregularities in your recorded working hours.

Specifically, on [Insert Date(s)], the following discrepancy was identified:
[Insert description of incident, e.g., punching in for a colleague, manual overrides without authorization, or clocking in while not at the workstation].

Time clock manipulation is a violation of company policy and is considered a serious breach of the Employee Code of Conduct. Accurate time reporting is essential for payroll integrity and operational compliance. Falsifying time records is viewed as a form of "Time Theft."

Required Actions:
Effective immediately, you are required to:
1. Strictly adhere to all company timekeeping protocols.
2. Ensure you only clock in/out for yourself and at the actual time your shift begins or ends.
3. Obtain written supervisor approval for any manual adjustments to your timecard.

Please be advised that this is an official warning. Failure to improve your conduct or any further instances of time clock manipulation will lead to additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____