

**Date:** [Current Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Performance Improvement Plan (PIP) - Repeated Tardiness

Dear [Employee Name],

This letter serves as a formal Performance Improvement Plan (PIP) regarding your continued tardiness. Despite previous [discussions/warnings] on [dates of previous meetings], your attendance record has not met the required standards of your role.

**1. Description of Issue:**

You have been late to work on [number] occasions between [start date] and [end date]. Specifically, you were absent from your workstation at the start of your shift on the following dates: [list specific dates].

**2. Expectations:**

Effective immediately, you are expected to be at your workstation and ready to begin work by [start time] every scheduled workday. Reliable attendance is a core requirement of your position.

**3. Improvement Period:**

This PIP will be in effect for [30/60/90] days, ending on [end date]. During this time, your attendance will be monitored daily.

**4. Schedule of Meetings:**

We will meet on a [weekly/bi-weekly] basis to review your progress. Our first follow-up meeting is scheduled for [date/time].

**5. Consequences:**

Failure to demonstrate immediate and sustained improvement in your punctuality, or any further instances of unexcused tardiness during this period, may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understand this plan.

---

Employee Signature

---

Date

---

Manager Signature