

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** LAST CHANCE AGREEMENT: Excessive Tardiness

Dear [Employee Name],

This letter serves as a Last Chance Agreement and a final warning regarding your ongoing issues with punctuality. Despite previous verbal and written warnings issued on [Dates of Previous Warnings], your attendance records show that you have continued to report to work late on the following recent dates: [List Recent Dates].

Your excessive tardiness is a violation of company policy and negatively impacts team productivity and operations. Consequently, the following terms are now in effect:

- **Probationary Period:** You are being placed on a performance probation period of [Number] days, beginning [Start Date] and ending [End Date].
- **Attendance Requirement:** You are required to be at your workstation and ready to work by your scheduled start time of [Start Time] every day without exception.
- **Reporting Procedure:** In the event of an emergency that prevents you from being on time, you must contact [Manager Name] via [Phone/Email] at least [Number] minutes before your shift begins.
- **Consequences:** Any single instance of unexcused tardiness during this period will result in immediate termination of your employment.

We value your contributions to the team and hope that you will use this opportunity to correct your attendance behavior. However, please understand that this is your final opportunity to maintain your employment with [Company Name].

Please sign below to acknowledge that you have read, understood, and agreed to the terms of this Last Chance Agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/HR Signature

\_\_\_\_\_  
Date