

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Confirmation of Verbal Warning for Excessive Tardiness

Dear [Employee Name],

This letter serves as a formal written confirmation of the verbal warning issued to you on [Date of Meeting] regarding your recent conduct concerning excessive tardiness.

During our discussion, we reviewed your attendance records which show that you were late for work on the following dates: [List Dates]. As discussed, arriving on time is essential for the operational needs of the department and is a requirement of your position.

This warning is intended to emphasize the seriousness of maintaining a regular and punctual schedule. We discussed the following expectations for improvement:

- You are expected to be at your workstation and ready to work by [Start Time] every day.
- You must notify [Name of Supervisor] immediately if an emergency arises that will prevent you from arriving on time.

Please be advised that failure to improve your punctuality or further instances of unexcused tardiness may result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this confirmation of a verbal warning and understand the expectations set forth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_