

Date: [Current Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: SECOND FORMAL WRITTEN WARNING - EXCESSIVE TARDINESS

Dear [Employee Name],

This letter serves as a second formal written warning regarding your continued failure to adhere to [Company Name]'s attendance and punctuality policy. On [Date of First Warning], you were issued a first formal warning regarding your tardiness; however, your attendance record has not shown the required improvement.

Since your first warning, you have been late on the following dates:

- [Date]: [Number of minutes] late
- [Date]: [Number of minutes] late
- [Date]: [Number of minutes] late

Punctuality is an essential requirement of your position. Your frequent late arrivals disrupt team operations and affect overall productivity. This behavior is considered a violation of the employee handbook and professional standards.

Required Action:

Immediate and sustained improvement in your punctuality is required. You are expected to be at your workstation and ready to begin work by [Start Time] every scheduled workday.

Consequences of Further Tardiness:

Please be advised that failure to rectify this issue immediately will lead to further disciplinary action, which may include a final written warning, suspension without pay, or termination of your employment.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my manager.

[Employee Signature]

[Date]