

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Second Warning Letter - Attendance and Punctuality

Dear [Employee Name],

This letter serves as a second formal warning regarding your continued failure to meet the company's attendance and punctuality standards. On [Date of First Warning], you were issued a first warning regarding these same issues. However, since that date, the following incidents have been recorded:

- Date: [Insert Date] - Incident: [Late Arrival/Unexcused Absence]
- Date: [Insert Date] - Incident: [Late Arrival/Unexcused Absence]
- Date: [Insert Date] - Incident: [Late Arrival/Unexcused Absence]

Frequent tardiness and absences cause significant disruption to our operations and place an unfair burden on your colleagues. Reliability is a fundamental requirement of your position.

Required Improvements:

Effective immediately, you are expected to be at your workstation and ready to begin work by [Start Time]. You must also follow the company's procedure for reporting any unavoidable absences or delays by contacting [Manager Name] no later than [Time].

Failure to show immediate and sustained improvement in your attendance will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

[Your Name]

[Your Title]

Employee Signature

Date