

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Written Reprimand for Attendance and Punctuality

Dear [Employee Name],

This letter serves as a formal written reprimand regarding your recent attendance and punctuality. Despite previous verbal discussions held on [Date of Verbal Warning], your attendance record has not improved to an acceptable level.

Details of Infractions:

- [Date]: [Description of infraction, e.g., 30 minutes late]
- [Date]: [Description of infraction, e.g., Unexcused absence]
- [Date]: [Description of infraction, e.g., Left 1 hour early without authorization]

Expectations:

Moving forward, you are expected to adhere to the following standards:

- Report to work and be at your workstation ready to begin by [Start Time].
- Follow the proper call-in procedures if you are unable to report to work.
- Request time off in advance according to company policy.

Consequences:

Immediate and sustained improvement in your attendance is required. Failure to correct these issues may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this letter. Your signature does not necessarily indicate agreement with the contents.

Employee Signature

Date

Manager Signature

Date