

Warning Letter for Late Attendance

[Date]

[Receiver/Employee Name]

[Job Designation]

[Department name]

Subject: Warning letter for Late Coming

Dear [Mr. XXX],

It has come to my attention that you have been consistently late for work over the past month. This is a serious issue that cannot be ignored. As you know, our workplace has a strict attendance policy that requires all employees to be on time and present for their shifts. When you are late, it not only affects your own work, but it also impacts the productivity of your team. This is simply not acceptable. I am issuing you a formal warning letter for your tardiness. If you are late for work again, you will face disciplinary action, up to and including termination of employment. Please take this warning seriously and make every effort to be on time from now on.

Thank you!

Regards,

Signature

[Name]

[Company Name]