Official Employee Warning Memo

Date: July 20, 2025

To: Miguel Alvarez

From: Sai Ravi Teja Garikipati, IT Supervisor

Subject: Formal Warning – Violation of Company Policy

# 1. Description of Violation

This memo serves as a formal warning regarding repeated tardiness. You have been late to your shift on five occasions within the last month, despite verbal reminders and flexible scheduling options.

# 2. Supervisor’s Statement

We previously discussed your attendance concerns during weekly check-ins. Your repeated lateness is affecting helpdesk coverage and client service SLAs. Consistent attendance is a critical requirement of your role in our 24/7 IT support team.

# 3. Improvement Plan and Timeline

You are expected to report to your assigned shifts on time for the next 30 days. Further occurrences of tardiness will result in additional disciplinary actions, including possible suspension or termination. A review meeting will be scheduled on August 20, 2025, to assess your compliance and overall performance improvement.

# Acknowledgment of Receipt

I acknowledge that I have received and reviewed this memo. Signing does not indicate agreement but confirms awareness of its contents.  
  
Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Senge, P. M. (2006). *The Fifth Discipline: The Art and Practice of the Learning Organization* (Rev. ed.). Doubleday.