

To.

(Name):

(University):

Subject: Written Warning - Punctuality Concerns

Dear.

I hope this letter finds you well. We are writing to address a recurring issue regarding your punctuality at the office. It has come to our attention that you have been consistently arriving late, which is a matter of concern and requires immediate attention.

Punctuality is a vital aspect of professionalism, and as an intern, it is crucial for you to understand its importance. We take this matter seriously as it affects not only your professional growth but also the overall functioning of our organization.

To address this issue formally, we are issuing you this written warning. It is important to acknowledge that repeated incidents of lateness may result in further disciplinary action, including termination of your internship.

This written warning is being issued to emphasize the seriousness of the matter. It serves as an opportunity for you to rectify your behavior and make the necessary changes to ensure punctuality moving forward. We encourage you to take this warning seriously and demonstrate your commitment to your professional development and the expectations of our organization.

Please sign and return a copy of this letter to indicate that you have received and understood the contents.

Sincerely,

Human Resource Dept

C-DAC CINE IIPC Building, NIT Silchar Campus, Silchar, Assam, 788010