Late Coming Warning Letter

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| [DATE]  [EMPLOYEE NAME]  [DEPARTMENT NAME]  [COMPANY NAME]  Subject: Letter for Coming Late in Office  Respected [Employee Name],  The management has noticed that you are regularly arriving late to work. Punctuality is essential for maintaining a productive work environment, and it is crucial that all employees adhere to the company's policies.  We hope you will do the needful and make immediate improvement in your attendance as well as punctuality. Please ensure that you arrive on time and are ready to start work promptly at the designated start time. If there are any unforeseen circumstances preventing you from arriving on time, please notify your supervisor or the appropriate department in advance.  Failure to make noticeable improvements within [time frame] may result in further disciplinary actions.  Looking forward to your cooperation.  Regards,  [YOUR NAME]  [JOB DESIGNATION]  [COMPANY NAME] |