**Warning Email for Frequently Coming Late to Work**

| Subject: Regularly arriving late to work - violation of company policy  Dear [Employee Name],  We are writing this email to inform you that we are observing continuous late arrivals at the office beyond the prescribed time. We are noticing this most of the time during the last few weeks. Also, we have observed that these are the major time gaps not just the gaps of a few minutes from the prescribed time.  I hope you are aware that these frequent late arrivals may result in a penalty according to the company’s policy. [Mention the consequences for late arrival, for example, Hence, your half day salary will be deducted for all the days you came late. Please keep in mind that this behavior is quite seriously considered at the time of performance review and annual appraisals]. We hope that you will follow the policy in the future.  You are further advised to be punctual at the workplace and avoid such late comings in the future. Please be aware that the company will unwillingly take disciplinary action if you continue the same behavior. This may even include termination.  You can consider this as a warning and this will be recorded in your personal file. Please acknowledge the receipt of this email by replying to this email.  Sincerely, [Your Name]  [Email Signature] |
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| Subject: Regularly arriving late to work - violation of company policy  Dear [Employee Name],  Job Designation:  Department Name:  It has been observed that you are continuously coming late to the office with no valid reason or approval> You must treat this as a warning email for your unacceptable behavior.  If for any reason you are coming late to the office, you should inform your direct supervisor prior to the time with an acceptable reason for coming late. If it is an emergency then you may call and inform the supervisor but there is rarely any case given the frequency of the offenses.  This information has already been communicated to you verbally but we cannot see any improvement from your end. We expect you to adjust your attendance as per the prescribed timings and show immediate progress.  We would be left with no other option but to terminate your employment if we do not see any progress in your behavior. We expect you to correct your faults and behave yourself properly from now on.  Sincerely,  [Your Name]  [Email Signature] |
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