

<Employee Name>

<Name of the Business or Company>

<Business Address>

<Date>

<Employee Name>

<Employee Designation in the Company>

<Employee Address>

*Subject: Warning Letter*

*Dear <Employee Name>*

*This letter aims to send you a formally documented reprimand for your delay to work on <Date>. You came to the office three hours late to work on this particular date and thus violated company rules related to employee attendance.*

*You did not furnish any written cause for coming late to work and simply told your superior that you overslept. This letter serves as a formal written warning as your superior has already given you a verbal warning during the past fortnight. The company expects all its employees to attend the office on time and be diligent in their work.*

*This is to serve as a written warning, as you have already been giving a verbal warning in the past two weeks. We expect all employees to come to work on time and to be ready to work.*

*We attach great importance to attendance and regard it as a crucial factor, especially in your position. We aim to always provide effective and quick service to all our customers. On the other hand, your attendance issues are unacceptable to us. As we are an organization that deals with timely installation, we had to reschedule our route so that your tardiness could be accommodated.*

*As you arrived at the office late, someone else had to be allocated your work. They had to cover routes so that the missed service request could be made up. We tried to get in touch with you many times but did not succeed. We were also uncertain whether you would show up on that day or not. We want our employees to be dependable as the customers always expect that installers visit their homes according to scheduled appointments.*

*Your late attendance has been a disservice to our consumers, as well as, the employees who had to cover for you. Further, this incident is not a stray one as you had been late to the workplace on several occasions in the recent past as well. It also appears that verbal counseling to you has been ineffective. As such, this letter is the only further warning you will get related to the issue. Being on time and proper attendance is essential for our organization's overall functioning.*

*We will put a copy of this warning letter in your official personnel file. Please treat this as an urgent issue.*

*Regards,*

*<Employer Signature>*

*<Employer's printed Name>*

*<Business or Organization Name>*

*<Business or Company Name>*