

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action for Lateness

This letter is to formally address your recent pattern of lateness, which has been recorded on the following dates:

- [Date 1]

- [Date 2]

- [Date 3]

As outlined in our company policy on attendance, punctuality is crucial to maintaining a productive work environment. Your consistent tardiness has not only affected your performance but has also impacted your team's overall efficiency.

We have previously discussed this issue on [mention previous conversations or warnings], and despite our conversations, there has been no noticeable improvement.

As a result of this repeated behavior, we are issuing this disciplinary action. Effective immediately, you are required to adhere to the following corrective actions:

1. [List any required actions, e.g., arrive on time for the next [number] days]

2. [Any additional requirements or follow-up meetings]

Failure to improve your punctuality may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

We hope to see a positive change in your attendance moving forward.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Enclosure: Acknowledgment of Receipt Form

[Acknowledgment Line]

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[Employee's Signature]

[Date]