

*[Company Letterhead]*

*[Date]*

*[Employee Name]*

*[Employee Address] [City, State ZIP Code]*

Dear *[Employee Name]*,

I am writing this letter to bring to your attention a violation of company policy that has been observed in your behaviour. Specifically, it has been reported that you have been consistently arriving late for work, which is causing a disruption to the team and affecting the quality of your work.

As per our company policy, all employees are expected to arrive on time and ready to work. Your repeated tardiness is a serious matter and is in violation of our company's standards of punctuality.

I would like to give you the opportunity to correct this issue. Please make sure that you arrive at work on time, starting from tomorrow. If there is a specific reason for your tardiness, please discuss it with your supervisor so that arrangements can be made to accommodate your needs.

Please be aware that if there is no improvement in your punctuality, we may be forced to take further disciplinary action, including suspension or termination of employment.

If you have any questions or concerns, please do not hesitate to speak with me.

Sincerely,

*[Your Name] [Your Title]*

*Cc: [Supervisor's Name]*