**From:** [Manager/ Supervisor Name]

[Job Title]

[Company Name]

[Company Address]

**To:** [Employee Name]  
  
[Job Title]

[Employee ID]

**Re:** Tardiness Warning

Dear [Employee Name], I am writing to express concern regarding your recent tardiness. On Monday of last week and Wednesday of this week, you were scheduled to report to work at 8:00 a.m. On both of these dates, you were more than one hour late to work.

I understand that there may be circumstances out of your control leading to you being late, but you must communicate with management if there is something going on affecting your ability to show up on time.   
  
Please accept this letter as your first written warning. If you are late again, I will have no choice but to issue a write up. As stated in our company policy, 3 write ups may lead to termination of your employment. (This first warning will not count towards the 3 write ups).

If you have any questions or concerns regarding this written warning, please give me a call.

Sincerely,

[Manager/ Supervisor Name]  
  
[Signature]