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

[Job Title]

[Company Name]

[Company Address]

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

[Employee ID]

**Re:** Attendance and Lateness Warning

Dear [Employee Name], I am writing to express concern regarding your attendance over the past few months. It has been brought to my attention that you have been absent on several days when you should have been in the office. Additionally, our records show that you clocked in late on more than one occasion.

As the employee handbook states, showing up to work and doing so on time are required. Your employment contract also states that you are to report to the main office at least four days per week and clock back in before your one-hour lunch ends.

I understand that certain circumstances may require you to be absent from or late for work; however, this cannot become a frequent occurrence. Punctuality and attendance are both core values of the company. Therefore, we cannot tolerate this type of behavior.

I hope this warning does not surprise you and that you can meet your obligations of coming to the office moving forward. I trust that you will take the appropriate measures to ensure this issue does not persist, and I am happy to chat if you have any questions or concerns.   
  
Kind Regards,

[Manager/ Supervisor Name]  
  
[Signature]