[Name of Employer]

[Job role or position]

[Name of Company]

[Address of Company]

[Community, Zip code]

[Date]

[Name of Employee]

[Address of Employee]

[Community, Zip code]

Dear [Name of Employee],

This letter is made to serve as a written warning for your [description of late conduct] as seen from the attendance record for the month of [name of month] and have been late for [number] times as detailed on the instances below:

[Insert details and number of times being late along with total number of minutes or hours late for the referred month]

You are hereby reminded that your unwarranted actions will result to disciplinary action should you be late again. A letter of explanation for late conduct is required of you. Please submit it within [number] working days upon receipt of this letter.

A copy of this warning letter shall be included in your personnel file for recording and reference purposes.

[Signature of Employer]

[Name of Employer]