[Company Name]

[Street Address] [City, ST ZIP Code]

[phone number]

[Date]

[Your Name]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

The seriousness of this matter compelled me issuing a warning letter to you. You must be aware of your schedule and the official timings of the office. It has brought to our notice that from two months you are continuously coming late to the office. Despite multiple warnings, you kept the same routine.

It has been clearly mentioned in the official notice that everyone should be in the office at least five minutes before their shift starts and each employee follows it properly accept you. There is no way a company tolerates regular latecomers. Therefore, kindly revise your schedule if you truly want this job or you may find a role which suits your routine best. If you continue this tardiness even after this letter the company will terminate you without any further notice.

Sincerely,

[Your Name]

[Title]