[Company Name]

[Street Address] [City, ST ZIP Code]

[phone number]

[Date]

[Your Name]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

I have been reported about your tardiness issue several times by multiple people until today I found it out myself. It is very sad and unprofessional attitude by a senior employee like you. Almost a week ago all employees were notified about today's important meeting. And expecting everyone to be punctual for the meeting was not an exceptional thing.

Mr. Meezo categorically mentioned your name, but I thought it's obvious for you to follow the instructions. But you clearly disappointed me today by being 30 minutes late to such an important meeting and brought justice to all the allegations against you.

You are requested to visit my office in the first slot tomorrow and sign this reprimand letter which will be attached to your record till further notice which will be based on your performance. You are now in strict observation and a slight negligence in the accurate performance will result in your termination.

Sincerely,

[Your Name]

[Title]