[Company Name]

[Street Address] [City, ST ZIP Code]

[phone number]

[Date]

[Your Name]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

I hope this letter will serve its purpose and you will rectify your performance in future. I have been reported numerous times about your attendance issues and your habit of coming late to the office. It is also mentioned that you leave early. As a matter of fact, every employee knows their work schedule and follows that. But you are late very often and don't complete the work hours.

Can you please visit the manager tomorrow and sort this issue with him by either changing your shift if you are uncomfortable with the timings or compensate the missed hours on weekends. Because this is the final warning the company is issuing to you. You better understand the consequence of being heedless to this official reprimand notice.

Sincerely,

[Your Name]

[Title]