[Company Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

This warning letter is being sent to you because you have failed to perform your functions as required by our company. It was reported to me yesterday by your manager that you are not submitting the assigned work on time and in this way, you are continuously failing to meet the deadline which is an alarming situation. The most problematic thing which he reported to me was that you have arrived over half an hour late at the workplace on six different occasions within a period of the last three weeks.

Mr. [X] your arrival on time at the workplace carries great importance for the company and for yourself as well. Since you are a customer service representative, it means that we have hired for our customers and you are solely meant for them. For this reason, your lateness is unacceptable at the workplace and you are required to provide optimum services to our customers, and it will only be possible when you arrive on time.

Your late arrival creates panic for us because we are then forced to ask any other employee or your coworker to cover your absence until you reach. This is not a good practice and creates trouble for your coworker. It is also obvious that an element of disrespect may arise in your colleague for you.

Earlier, I was thinking that a verbal warning and counseling session is enough to put you back on track, but you have not changed your behavior. We conducted a counseling session in order to make you understand your job role in a better way. Despite this, you were failed to change your attitude of lateness, and then you were given verbal warnings and two written warning letters afterward. Now you have crossed the limits. So, consider this document as a final warning letter.

You are being warned that if you continue with your late attendance, it may result in strict disciplinary action which may be in the form of termination of your job. Waiting for a positive change in your behavior.

Yours sincerely,