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

To

[The Recipient]

I am writing you this letter in response to your manager’s complaints against you. He has brought this thing to my notice that you are in habit of coming late to the office. It has been observed by the timekeeper that you came late to the office on six different occasions over a short period of two weeks. Your situation is alarming. In addition, your manager further reported that you do not submit the assigned work on time. This unprofessional attitude of yours has resulted in missing deadlines of many important projects and the company had to bear great losses owing to your unprofessionalism in terms of late submission of project reports.

The above-mentioned allegations are more than enough to prove you as an unprofessional employee. Moreover, your behavior comes under the umbrella of misconduct which is not acceptable in a worthy organization like ours.

We have developed in our organization, a mechanism to facilitate our employees. They are required to inform their respective boss in case of getting late. But as far as you are concerned, you continuously got late without prior intimation which was troublesome, and the manager had to arrange an alternative until you reached your workplace.

Mr. [X], this is not the first time when you are being issued this warning letter. Because of getting late, you were issued warning letters on three different occasions, but you were failed to change your attitude towards your duty. Now the things have gone beyond limits and I am thinking seriously over your matter. Now, you are required to take this document as a final warning letter for your lateness and unprofessional attitude at the workplace. You will be kept under strict observation for a period of one month.

If you do not change your behavior even then, you will be suspended or terminated, depending upon the situation. I hope you will take this final warning as seriously and bring a positive change in your behavior.

Yours sincerely,