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

To

[The Recipient]

I am writing this circular after observing irregularities within the office premises for the last three months. You have all been notified through a circular about office timings which are from 9 a.m. to 5 p.m. What I have observed was that the whole staff is not reporting to your workplace on time and in this way, you are exhibiting misconduct which is not a tolerable practice. This is also a violation of the code of conduct that has been made by the company for its employees.

Keeping in view harsh weather conditions, all the employees will be given 10 minutes of relaxation from the office timing. Employees must note that they will be served with two initial warning letters if they violate the rule. However, in the case of a third violation, half-day pay will be deducted from the monthly salary of such an employee and a final warning letter will also be issued with this punishment. These warning letters are supposed to be attached to the employee file.

In case of emergency or any personal problem, employees usually get late from office. In such a case, the immediate boss must be informed, and it must be noted in this regard that only valid and genuine reasons will be entertained if reported well before time.

All the employees are hereby directed to follow the company rules and regulations and at the same time, they are also advised to be punctual and adhere to the office timings. If any of them is found breaching instructions given in this circular, severe disciplinary action will be initiated against such an employee. I hope you will take this circular seriously and will bring a positive change in your behavior.

Yours sincerely,  
[XYZ]