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

To

[The Recipient]

In my previous visit to the office last weekend, I was greatly shocked by seeing the condition that almost all of you were late from office by 15 to 20 minutes and even then you were taking it as normal as if nothing has happened. I am concerned about the level of punctuality in my employees and this is the main reason I am forced to write this circular for all of you. I can understand that there is an existing traffic issue in the town due to repair work on the main road and due to this, it has become quite substantial but somehow, we have to manage all this and come up with a solution so that we would arrive office on time. Therefore, you all must note that office timings for the winter season are from 9 a.m. to 5 p.m. You are all expected to be present in the office at this time.

Keeping in view the existing traffic situation maximum relaxation of 5 minutes in arrival timing can be granted. If an employee gets late by more than 5 minutes, he will be considered as late comer and will be served with a warning letter. More than three violations will lead towards counting of absence in case the violation is repeated a fourth time. One full day salary of such employee will be deducted in this case. In case you come across an emergency, you must inform your boss prior to getting late so that an alternative would be arranged. But, this kind of favor is only given in unavoidable circumstances in extreme cases.

So, you all are being advised through this circular to be punctual and vigilant. Punctuality is something that can help us achieve our goals in a better way. I hope you all will take this circular seriously and show punctuality from now onwards. I am looking forward to seeing a positive change in your attitude.

Yours sincerely,  
[XYZ]