**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Notice for the Irregularity at Work**

Dear [NAME],

Monthly Employees Demeanor (MED) has stated that you have been coming to the office late and leaving early for many days. Moreover, unauthorized absence in between the working hours has also been reported. This has impacted the business duties on your part as irregularity affects productivity and focus. Moreover, giving less time to the office can contaminate the minds of other workers and this can be made a norm in the office in no time.

Offices have certain timings of entering the work and leave the work on the account of certain facts. It is factually stated by science and mental health programs that working on one set time every day can increase your productivity and focus. It makes our mind and body function accordingly. Irregularity decreases the levels of proficiency and productivity. One is prone to lose focus and get distracted easily when a set routine is not followed.

Being unpunctual and irregular at work expresses disinterest, lack of professionalism, incompetence, and dishonesty with the work at the employee’s end. It impacts the office schedules like official meetings, responding to the clients on time, pending assignments, and project deadlines. Thus, it is not an appreciable demeanor, and it is strictly prohibited to leave the office earlier than the set check-out time of the office.

This letter serves as a reprimand notice. If this behavior at the workplace continues, strict punitive measures shall be taken in the form of salary cuts, demotion, or lay off from the work. If you have any serious reasons for doing this, you can meet me in person to explain the cause. You can also write to me at [EMAIL] or call me at [PHONE] from [xx: xx] to [xx: xx]. Thank you.

Regards

[Your Name]  
[Designation]