**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Notice on the Late Coming and Early Leaving from the Office: Reported by the Employment Analysis of [MONTH].**

Dear [NAME],

I am writing this letter on behalf of the [NAME], the [DESIGNATION]. The letter intends to express reproach on the account of your unauthorized and uninformed irregular timings of entering and leaving the workplace. This behavior is unacceptable, and it has been notified by the higher authorities to look into this and get the matter resolved through reprimand or retribution according to the Employment Non-Compliant Behaviors Ordinance (E-NCOB).

The report highlights you as one of the most irregular employees who is not abiding by the regulations of the office timings. Such behavior is highly discouraged and unacceptable. Therefore, this letter expresses strong disapproval of this contortion and asks for immediate correction.

In case of no correction, other officially recognized punitive measures can be taken. According to the ordinance and company’s policy, these measures include salary cuts, permanent demotion, suspension, temporary layoff, or termination. Therefore, you are requested to change your irregularity or meet the Human Resources Management, if such a situation becomes unavoidable.

You can contact the relevant authorities at [EMAIL] or call at [PHONE]. We hope this letter would be sufficient to actualize the regular patterns of timings. Thank you.

Regards

[Your Name]  
[Designation]