

VACO Reference Material

STAFF WARNING LETTER

FOR LATECOMMERS

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Dear (Employee Name),

I am writing to bring to your attention a recurring issue that has been observed regarding your punctuality at work. As per the records, you have been frequently coming late to work, which is not only affecting your productivity but also impacting the overall team's performance.

We would like to remind you that punctuality is an essential aspect of our company's culture and a vital component for maintaining a productive and efficient work environment. By being late to work, you not only disturb the workflow of the entire team but also leave a negative impact on your work ethics and commitment to the job.

We understand that there may be certain unforeseen circumstances that can cause a delay in your arrival. However, we expect you to inform your immediate supervisor about the same in advance and ensure that the delay does not have a significant impact on your work.

We urge you to take this matter seriously and make necessary adjustments to your routine to ensure that you arrive at work on time. Failure to adhere to the company's attendance policy may lead to serious consequences, including disciplinary action.

Please understand that this warning letter is being issued as a measure to correct your behavior, and we hope that you will take it seriously and make the necessary adjustments to avoid further instances of late coming.

Thank you for your attention in this matter.

Sincerely,

[Your Name]

[Company Name]

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