WARNING LETTER FOR LATE COMING

To

Mr. John Eagle

Assistant Manager

Subject: Warning Letter

Mr. Eagle,

It has been observed from the attendance record that your late comings are increasing frequently.

You are aware that our code of conduct does not allow employees more than 3 late coming situations in the month.

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| --- | --- | --- | --- |
|  | Date | Incoming timing | Late timing |
| 1 | 12.09.2019 | 9.36 am | 0.36 Hrs |
| 2 | 15.09.2019 | 9.15 am | 0.15 Hrs |
| 3 | 19.09.2019 | 10 am | 1.00 Hrs |
| 4 | 22.09.2019 | 9.45 am | 0.45 Hrs |

Kindly note that such behavior warrants disciplinary action. Therefore, treat this letter as a warning to you and submit your reply in writing within 48 hours on the receipt of this letter.

For ABC Company

George Main

CEO