

<date>

<name>

Present

Dear

RE: Warning – Lateness and Absenteeism

We refer to the above and our attendance record, where it shows that you have been frequently late for work and absent without leave. As an employee, you are expected to demonstrate professionalism, responsibility, and commitment to your job, and unfortunately, your consistent disregard for punctuality and attendance has become a cause for concern.

According to our records, over the past [timeframe], you have been consistently late to work and have accumulated an excessive number of unscheduled absences.

The following are dates where you have reported late for work and absent from work:

1. Lateness

-
-
- ----

2. Absenteeism

-
- ..
-

Your immediate superior, Mr./Ms. , has spoken to you on numerous occasions regarding your punctuality and attendance and have also verbally warned you. However, there seems to be no effort on your part to improve your punctuality and attendance. This pattern of behavior not only disrupts the workflow and negatively impacts team dynamics but also puts an unnecessary burden on your colleagues and supervisors who have to manage the consequences.

The Management views lateness and absenteeism very seriously and shall not tolerate employees reporting late for work or being absent from work without approval. Hence the Management has made the decision to issue you this **Stern Warning** as a reminder of our seriousness when it comes to tardiness.

We hope you take this warning seriously and work towards improving your punctuality and attendance moving forward. Please take note should you continue with this behavior and there is no improvement in your punctuality and attendance, the Management shall not hesitate to take a more severe disciplinary action against you which may among others include termination of employment.

Kindly acknowledge receipt by signing on the duplicate copy of this letter and returning the same to us.

Regards

On Behalf of <company>

<<Signature>>

<<Name>>

<<Designation>>

I, _____, (NRIC No: _____) hereby acknowledge that the acceptance of this Stern Warning letter and certify that I understood the content mentioned within.

Signature

Date _____