

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: Warehouse Laborer

Subject: Formal Notice Regarding Punctuality and Reliability

Dear [Employee Name],

This letter serves as a formal notice regarding your attendance and punctuality. Our warehouse operations depend on every team member arriving on time to ensure that shipping deadlines are met and safety protocols are followed during peak hours.

Records indicate the following concerns:

- Date: [Date] - Late arrival of [Number] minutes.
- Date: [Date] - Unexcused absence.
- Date: [Date] - Early departure without prior authorization.

Consistent attendance is a core requirement of your role as a Warehouse Laborer. Failure to report for your shift on time creates an increased workload for your colleagues and disrupts our distribution schedule.

We expect immediate and sustained improvement in your reliability. Please be advised that further instances of tardiness or unexcused absences may lead to disciplinary action, up to and including termination of employment.

If there are specific circumstances affecting your ability to arrive on time, please contact your supervisor or the HR department immediately to discuss the situation.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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Employee Signature

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Date