

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department Name]

**Subject: Formal Warning Regarding Late Timesheet Submission**

Dear [Employee Name],

This letter serves as a formal warning regarding the repeated late submission of your weekly timesheets. According to company policy, all timesheets must be submitted no later than [Day of Week] at [Time] for the preceding work period.

Records indicate that your timesheets were submitted past the deadline on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

Timely submission is essential for the accurate processing of payroll and project tracking. Delays in your submission cause administrative burdens and may result in delayed pay for yourself and others.

We expect you to comply with the submission deadlines moving forward. Please be advised that further instances of late submissions may lead to additional disciplinary action, up to and including termination of employment.

If you are experiencing technical difficulties or require further training on the timesheet system, please contact your supervisor immediately.

Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_