

# Formal Reprimand Letter

Subject: Reprimand for Repeated Tardiness

Dear [Employee Name],

This letter serves as a formal reprimand regarding your repeated tardiness. Despite previous verbal warnings, you have consistently reported late to work on [specific dates or frequency]. Punctuality is critical to maintaining workplace efficiency and fairness among colleagues.

Please be advised that further instances of tardiness will result in more severe disciplinary action, which may include suspension or termination. We expect immediate improvement in your attendance and adherence to scheduled working hours.

Sincerely,

[Your Name]

[Position]

[Company Name]

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