

Provisional Reprimand Letter

Subject: Provisional Reprimand for Attendance Issues

Dear [Employee Name],

This letter is a provisional notice regarding recent instances of tardiness reported between [dates].

Before any formal decision is made, we wanted to document your attendance record.

Please ensure that all future arrivals comply with the scheduled work hours. A formal review will follow after [specific date or number of incidents].

Sincerely,

[Your Name]

[Title]

[Company Name]

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