**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter to warn you regarding the violation of rules and regulations of the company. You have already been warned several times by our manager verbally, and it did not work. It has been observed that you are often late to your work. Not reaching the office on specified time is against the principles of our company. The timings of arriving and leaving the office are mentioned at the door of the office and on your appointment letter. We expect that you will take this letter seriously and try to come on time in future. Failing to would result in strict actions against you.

Sincerely,

[Your Name]

[Title]