[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name] -optional

**Subject:** Warning Letter

Dear Mr. /Miss [NAME HERE],

It has been repeatedly found that you are putting wrong attendance in the company’s attendance log. It is often seen that you do not provide the accurate time of your arrival and exit from the company. This type of mischievous behavior is not acceptable at all.

If you will not follow the terms and conditions of the company regarding putting attendance, we will have to take serious actions.

Regards,

[NAME HERE]

Manager