[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

I have received a warning letter for habitual tardiness from last three days. I am aware of the fact that my tardiness can compromise my job.

I have been feeling very sick and have an appointment with the doctor in the morning. My medical results will be out tomorrow. I will share them with you. I will undergo the necessary treatment for improvement of my health so that I can perform my duties well. I apologize for the inconvenience.

Yours sincerely,

[Your Name]

[Title]