Date: [DATE]

To: Name of the employee  
From: Name of the employer

RE: Subject of the letter

Dear (name of the employee),

This is an official letter that is being written to you to share the disciplinary report with you. Please find the following details elicited from your disciplinary report:

1. **Tardiness:**

The employee has shown accumulated tardiness of 25 minutes in the whole period of single pay. On the dates of 5, 6, 7, and 8 of June, the employee has undergone the tardiness without even informing.

5th June 2020:  15 minutes late  
6th June 2020: 5 minutes late  
7th June 2020: 2 minutes late  
8th June 2020: 3 minutes late

* **Absenteeism:**

The employee has shown absenteeism once in one pay period. The employee was absent from work without sending leave on 18th June 20XX.

* **Infraction:**

It is the policy of the company that the employee must show himself up before the supervisor after being late from work. However, the employee did not show up, and in this way, has shown the negligence from work.

**Improvement:**

The employee was reprimanded for showing tardiness for four consecutive days. After that, the employee showed improvement in the behavior and did not get late for work.

The employee was observed for 3 months and it has been seen that he has not shown any repetition of the infraction or tardiness.

In case you have a query related to the report that has been shared with you, you can contact us.

Regards,  
Your name