**Date:**

**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Warning for tardiness and ignoring punching card**

It has been brought to my notice that you often come to work late. The arrival and departure timings have been communicated with each and every person. I believe that you also know when you are supposed to be reaching the office daily.

Your tardiness has disappointed me since you are a hardworking and loyal worker in the company. You have also been seen ignoring the punching card. Due to this, your attendance issues are also surfacing.

As per the policy of the company, the tardiness of every person in the company should be dealt with strictly so that this act of negligence from work can be discouraged. If you have anything to say to defend yourself, we can schedule a meeting. However, if you don’t take this warning seriously, serious actions will be taken against you

Miss Sara.

[Your Name]  
[Designation]