**[Company Letterhead]**

**Date:** [Insert Date]

**To:** [Employee's Full Name]

**Designation:** [Employee’s Job Title]  
**Department:** [Department Name]

**Subject: First Warning Letter for Negligence of Duty**

Dear [Employee's Name],

This letter serves as your first official warning for your tardiness at work. You often arrive late to work and miss the morning team meetings. You are, therefore, advised to adopt punctuality and arrive at 9:00 AM sharp every day.

Punctuality is essential for establishing work discipline. Your frequent tardiness causes inconvenience for the entire team. Moreover, it also sets a bad example for your subordinates. Therefore, unless there is a valid excuse, you must observe punctuality.

Please don't hesitate to reach out if you have any questions or need support.

Sincerely,

**[Manager's Name]**  
[Job Title]  
[Company Name]

**🔁 Attachments/CC:**

* Copy to HR File
* CC: Human Resources Department