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# Annual Board Meeting

June 19, 2024

Emily./ Roberts

Administrative Assistant

Administration Department

Dear Emily,

Subject: Warning Letter for Late Coming

I hope this letter finds you well. This letter serves as an official warning regarding your recent pattern of arriving late to work at XYZ Corporation. We have observed that your punctuality has not met the attendance standards required for your role as an Administrative Assistant.

Specifically, the following instances need immediate attention:

Late arrival on May 10, 2024.

Late arrival on May 15, 2024.

Late arrival on June 5, 2024.

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Despite previous discussions and reminders about our punctuality policy, there has been no noticeable improvement. We want to emphasize that consistent punctuality is crucial for the smooth operation of our team and company.

To support your improvement, we propose the following steps:

Setting a regular schedule with your supervisor to ensure timely arrivals.

Attending a time management workshop.

Adhering strictly to the company's attendance and punctuality policy.

Failure to demonstrate significant improvement in your punctuality may result in further disciplinary actions, up to and including termination of employment.

We are committed to supporting you in this improvement process and are confident in your ability to meet the required standards. Please acknowledge receipt of this letter and your understanding of its contents by signing and returning a copy.


Sincerely,

David Johnson

HR Manager

david.johnson@xyzcorp.com

Acknowledgment:



I, Emily Roberts, acknowledge receipt of this warning letter and understand its contents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_