Sample Warning Letter to Employee for Tardiness

From: Ryan Kerr
Shift Supervisor
AVO Organization
3 Heather Street
Oak Ridge, Tennessee 37830

[Date]

To: James Brown
Marketing Officer
AVO Organization
3 Heather Street
Oak Ridge, Tennessee 37830

Re: Warning - Returning Late from Lunch

Dear Mr. Brown,

Your lunch break is from 11:30 AM to 12:30 PM. You recently exceeded your lunch break two times.

On [Date], you did not return from lunch until 12:45 AM. Yesterday, you did not return until 1:00 PM. You did not ask for leave to cover these absences or notify anyone that you would be late returning from lunch. I will approve annual leave to cover these absences. However, I am formally warning you that further instances of exceeding your lunch break will result in leave without pay and discipline.

You are to return from lunch by 12:30 PM. If an emergency arises preventing your timely return, you are to notify your supervisor before 12:30 PM. Your supervisor can approve annual leave to cover the absence, but only for a genuine emergency.

This warning is not a disciplinary action. However, failure to heed this warning will result in disciplinary action. I will not place this warning in your personnel record. I

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Sample Memo For Tardiness

Henry C. Martin,Irving Williams

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