

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

Sample Memo For Tardiness

M Walker



Sample Memo For Tardiness:

Sample Memo For Tardiness Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Sample Memo For Tardiness**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

<https://crm.avenza.com/public/publication/Documents/Ptu%20Mscit%20Question%20Paper.pdf>

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