

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

Howard I. Hatoff, Robert C. Wert



Sample Memo For Tardiness:

The Enigmatic Realm of **Sample Memo For Tardiness**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Sample Memo For Tardiness** a literary masterpiece penned with a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those who partake in its reading experience.

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