<Letter Head>

To:

From:

Date:

Subject: Written Warning

Dear [Employee],

This letter serves as a written reprimand for issues related to repeated tardiness in reporting to work. On DATE, I met with you to discuss concerns and to reiterate expectations on your punctuality. Since that time, there have been multiple instances where you have arrived late.

The following items detail areas of recent concern.

To address this issue and prevent future occurrences, we expect you to:

* Ensure that you are ready to begin work at the start of your shift.
* If you anticipate being late, inform your manager as soon as possible with the reason for your delay.
* Demonstrate a commitment to improving your punctuality starting immediately.

You are expected to manage your time effectively and ensure you arrive at work by the designated start time of 8:30 AM. Please be advised that if you do not demonstrate immediate and sustained improvement, you may be subject to further disciplinary action, up to and including suspension and/or termination.

Sincerely,

[Supervisor’s Name]

[Supervisors Title/Department]

Cc: University Human Resource