

Written Warning for Excessive Tardiness

Employee Name:

Job Title:

Manager:

Date:

____ First Warning	____ Second Warning	____ Final Warning
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The purpose of this written warning is to bring to your attention a pattern of tardiness that is affecting your work performance and that of your colleagues. This is in relation to [mention article X] of our company's employee handbook and guidelines. Per the company's records, you have incurred [# of instances] tardies within the span of [date] to [date].

Tardy Date	Scheduled Clock-In Time	Actual Clock-In Time

Employee Tardiness Forms

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