**Warning Letter for Late Coming and Ignoring Punching Card**

Subject: Warning for coming late in office

It has been brought to our notice that you often come late to work. The digital attendance system of the office records the arrival and departure of every employee in the office. You have also been seen ignoring the punching card.

This has led to a very low attendance and you coming late to the office has really been disappointing as you are hard working but indiscipline in coming in the way of that.

As per the policy of the company, the coming late to office of any employee has to be dealt with strictly and actions are to be taken against the employee. If you have anything to say to defend yourself, we can schedule a meeting. However, if you do not correct this act of negligence, you will have to face serious consequences.

Regards,

Mr. Lee Harper

Human Resource Department

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