# SAMPLE LETTER OF DIRECTION REGARDING EXCESSIVE TARDINESS

# *(Date)*

*(Employee Name)*

*(Employee Mailing Address)*

Dear Mr./Ms. *(Employee Last Name):*

The purpose of this letter is to both summarize our recent conference and to formally warn you regarding your excessive tardiness to work. We met on *(Date)* at *(Location)* to discuss the matter. *(Witness Name)* was also present at the conference.

As we discussed during the conference, you have been tardy to work *(#)* times since *(date)*. (*Insert brief list of tardy dates and reason cited, how late each time, whether reported properly, etc.).* This level of tardiness is unacceptable in that it poses an undue hardship on your coworkers and the entire department.

In the future, you must adhere to the following directives:

1. Report to work on time daily as scheduled
2. Sign-in and/or clock-in on time and as directed by your supervisor. *(Briefly describe report times, procedure).*
3. Report all absences or tardiness in advance as directed by your supervisor. *(Describe absence-reporting procedures*.)

Reducing your tardiness is critical and is a requirement for your continued employment. Failure to reduce your tardiness, failure to adhere to the above directives, and/ or any other misconduct may result in the docking of your pay, suspension without pay, or the recommendation for the termination of your employment. This letter may become part of your annual evaluation.

Please do not hesitate to contact me if you have questions or need clarification.

Sincerely,

(Supervisor’s Name)  
(Title)

CC: File