**Sample One Letter of Reprimand to Employee for Absenteeism or Tardiness / Lateness**

<<Company Letterhead/Memo>>

To: <<Employee Name>>

From: <<HR Manager Name>>

Date: <<date>>

Re: Letter Reprimand for Tardiness

This is an official letter reprimand for your failure to perform the required functions of your position by [attending work on time](https://www.thebalance.com/attendance-1917699) and as scheduled.

You have arrived over fifteen minutes late for work on <<number of times>> occasions in the past two weeks.

Since timely attendance is a significant factor in serving our customers in your customer service role, this attendance is unacceptable. Phone coverage is scheduled to provide optimum service to customers.

When you arrive late for [your shift](https://www.thebalance.com/shift-work-1918258), we are forced to ask another employee to cover for you.

This entails both an inconvenience for your coworker, and disrespect for his or her schedule, and the creation of [overtime expenses](https://www.thebalance.com/what-is-overtime-1918206) for your employer.

You have received verbal counseling and [a verbal warning](https://www.thebalance.com/issue-a-verbal-warning-for-poor-performance-1917912) for your earlier tardy and absenteeism problems on several occasions. The verbal counseling is not having the impact that we had expected on your attendance since your attendance on time is not improving.

Consequently, this written reprimand is reminding you of the critical importance of your attending work on time and as scheduled. Attendance at work, on time and as scheduled, is a core requirement of your [job description](https://www.thebalance.com/job-descriptions-positives-and-negatives-1918556).

Continuing attendance problems will result in further disciplinary action up to and including [employment termination](https://www.thebalance.com/what-causes-employment-termination-1918275).

A copy of this written reprimand will be placed in your official personnel file where you will also have the opportunity to offer a response that we can attach to this written reprimand.

Signature:

Supervisor Name:

Date:

**Sample Two** **Letter of Reprimand to Employee for Absenteeism or Tardiness / Lateness**

<<COMPANY LETTER HEAD>>

<<Senders Name>>

<<Letter Date>>

<<Recipients Name>>

<<Address line>>

<<State, ZIP Code>>

<<Subject: Summarize the intention of the letter>>

Dear <<Recipients Name>>,

No employee can be successful in completing the tasks at hand if he or she is not at work to initiate the days agenda.

I have just had the time to look at the attendance reports for the past month and am deeply disappointed that the records show that you were absent <<number>> times. That is lots of wasted opportunity to get work done. The more concerning fact about this is that you did not submit any medical documents or paperwork that would have validated your absences.

The company cannot and will not tolerate behavior like this. Please let this memo serve as a stern reprimand and be advised that any further unexcused absences may be grounds for termination. I sincerely hope that it will not have to resort to that.

Sincerely,

<<Senders Name>>

<<Senders Title>> -Optional-

<<Enclosures: number>> -Optional-

cc: <<Name of copy recipient>> -Optional-