

Letter Giving Advice to Subordinates about Punctuality

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing this letter to you regarding the non-punctuality that I am observing continuously by some of you. I would like to remind you that we are in a business environment and in business environments being unpunctual is synonymous to becoming unemployed. Some of you reach the office late for which they have already been notified many times. Our projects also go beyond the expected time limit because of the non-punctuality that many of you are practicing. I would like to advise you that this kind of behavior will affect you as well as the business. We would find other employees as alternatives but if you continue to follow the same behaviors, you will not be able to adjust anywhere in the business line since businesses require punctuality in any case.

Please take this advice and show some punctuality. I assure you a bright future if you do so. Be punctual! Thanks.

[You're Name]

[Senders Title] -Optional-