

Statement of Warning

To: _____

Date:

[company's name]

CEO

seal

While you are engaged in [] operations at our company, you are often late for work, and we must say that your attendance is poor. In the work you are engaged in, being late may seriously hinder other employees and, in turn, have a significant impact on our work. Also, such an act by you violates Article ___ of the Employment Regulations of the Company.

Although we have been giving cautions and instructions to you many times orally and in writing, since there is no improvement, we will give you a strict warning again in this document so that you will never be late for work hereafter.

In addition to the above, if you repeat the same action after this warning, we will take sanctions based on the employment rules.

(Receipt by employee)

I understand the contents of the above statement and will improve my attendance hereafter.

Date:

Name: _____ seal