

**Second Written Warning**

**MEMORANDUM**

TO: Ed Smith  
FROM: Marian Blake  
DATE: March 21, 20\_\_  
SUBJECT: Second Written Warning for Poor Attendance

On February 12, we discussed your poor attendance, and you were informed that if this problem persisted, you could be subject to further disciplinary action.

Since our discussion, you were late to work on February 20 and absent on February 28 and March 18. I must emphasize the seriousness of this situation. This attendance record is unacceptable and continued difficulties in this area could lead to more severe corrective action, including suspension without pay and ultimately termination.

If you have any questions regarding this matter, I urge you to discuss these concerns with me as soon as possible.

cc: Human Resources Administration

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Employee's Signature

This letter has been reviewed with me, and I have received a copy.

# Sample Memo For Tardiness

**Ronaldo F. Turla**



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