

Late Attendance Deduction Letter

Date: [Enter Date]

To,

[Employee Name]

[Designation]

[Department]

[Company Name]

Subject: Notice for Deduction Due to Late Attendance

Dear [Employee Name],

This is to bring to your attention that as per our attendance records, you have reported late to work on several occasions during the month of [Month, Year]. As per the company policy, repeated instances of late arrivals attract salary deductions.

Below are the details of your late attendance:

- Number of late arrivals: [Number]
- Dates: [List of Dates]
- Total deduction applicable: [Amount]

You are requested to take your attendance seriously and ensure punctuality henceforth. Kindly note that repeated violations may lead to further disciplinary actions as per company policy.

For any clarifications, please contact the HR department.

Regards,

[HR Manager Name]

[Designation]

[Company Name]

Important Notes:

- Such letters should be based on accurate attendance records.
- Always mention the relevant company policies or guidelines.
- Be factual and objective in stating reasons for deduction.
- This letter should be issued by authorized personnel only.
- Give opportunity for the employee to clarify or appeal.