To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Advice to Subordinates**

Dear Mr. / Mrs. [Name of the Recipient],

In any work, punctuality is one of the key factors of success. Whether you run your own business or you are an employee of someone, it is always good and beneficial to be punctual. However, I checked the employee time sheets for the last month and I am quite worried about that. Let me remind you again that every employee is required to reach the office and be ready to work by 8:00 am.

I realize that the construction of the highway has led to many traffic hazards. But every problem has a solution, right? It is my advice that if you reach the office late by 15 minutes, you can leave to work 15 minutes earlier. That’s how you can manage the traffic issues and can reach the office on time.

If the time sheets for the current month show the same tardiness, strict actions will be taken against the employees who don’t bother coming to work on time. I hope that you will take my advice into consideration.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]