

This the offender. 9. it  
is announced



**ASSIGN  
BUSTER**

This is to ensure that all staff members are punctual and are at their seats in time. It is to be circulated and duly signed by all concerned. Thanking you,

Yours faithfully,

**Sample Sentences**

1.

It has been noticed that the employees are not punctual of the office tunings.

2. Increasing late arrivals by our staff has been taken seriously by the Management.

3. It has been realised that, workers report late for their duty. 4. The Management has observed that off-late, the employees arrive late to work.

**Thereafter mention the observations and insist upon timing**

5. Since our timings \_\_\_\_\_ (Time) to \_\_\_\_\_ (Time), none is observing this schedule. 6.

The employees have ample excuses for their delayed arrivals. 7. There is a general lack of discipline.

**Thereafter insist upon punctuality**

8. All are advised to report for duty on time failing which disciplinary action would be taken against the offender.

9. It is announced to all to be functional thereafter. 10. Obey the schedule of office