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| **Employee Information** |
| **Employee Name:** | **Supervisor/Manager Name:** |
| **Employee ID:** | **Date of Write Up:** |

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| **Write Up Details** |
| **Violation** | **Warning** |
| * **Attendance:** Failure to provide required notice for an absence or taking extended time off without approval.
 | **Date of Violation:** mm/dd/yyyy**Time of Violation:** 00:00 | **Warnings Given For Attendance Violations:*** One
* Two
* Three
 |

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| **Description of Attendance Violation(s)** |
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| **Action To Be Taken** |
| * Warning
 | * Probation
 | * Suspension
 | * Dismissal
 | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Plan For Improvement** |
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| **Additional Comments** |
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**By signing this form, the employee confirms that they have received a write up notice for violating (company name)’s attendance policy. The employee understands that further attendance issues will lead to disciplinary action and may result in termination of their employment.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager/Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**