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

|  |  |  |
| --- | --- | --- |
| **Write Up Details** | | |
| **Violation** | **Warning** | |
| * **Tardiness:** Showing up to work or beginning a shift anytime after the time specified in the schedule. | **Date of Violation:** mm/dd/yyyy  **Time of Violation:** 00:00 | **Warnings Given For Tardiness:**   * One * Two * Three |

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| **Description of Tardiness Violation(s)** |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Action To Be Taken** | | | |
| * Warning | * Probation | * Suspension | * 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 tardiness 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**