

# Employee Written Warning

## Employee Information

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## Type of Violation

Attendance Policy Violation

## Policy Violated

The company attendance policy requires employees to arrive on time and notify their supervisor in advance of any absence or tardiness. Repeated failure to comply with this policy may result in disciplinary action.

## Description of Incident(s)

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## Previous Warnings (if any)

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## Required Corrective Action

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## Consequences of Further Violations

Further violations of the attendance policy may result in additional disciplinary actions, up to and including termination of employment.

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Employee Signature   Date: \_\_\_\_\_

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Supervisor Signature   Date: \_\_\_\_\_