

Official Notice of Warning

Employee Lateness

This **official notice of warning form** is issued to address and document an instance or pattern of employee lateness. The purpose of this warning is to ensure clarity in disciplinary procedures and promote consistent punctuality in the workplace.

Employee Information

Employee Name	Employee ID	Department	Position

Date of Warning:

Details of Lateness Incident(s):

Previous Warnings/Discussions (if any):

Employee Explanation (if provided):

Action to be Taken / Expectation Going Forward:

Consequences of Further Lateness:

Issued By (Manager/Supervisor)	Date	Employee's Signature	Date

Note: Employee signature indicates acknowledgement of receipt, not necessarily agreement with the contents.