

Employee Warning Notice Form

Absenteeism

This **Employee warning notice form** sample for absenteeism helps employers formally document attendance issues. It ensures clear communication of expectations and consequences to employees. Using this form promotes accountability and supports workforce management.

Employee Name:

Department:

Supervisor/Manager:

Date of Warning:

Type of Warning:

☐ Verbal ☐ Written

Details of Absenteeism:

Date(s) of Absence	Reason (if provided)	Approved/Unapproved
<input type="text"/>	<input type="text"/>	Approved <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	Approved <input type="button" value="v"/>

Performance Impact / Comments:

Corrective Actions & Expectations:

Consequences for Further Absenteeism:

Employee Comments:

Signatures:

Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
Supervisor/Manager Signature:	<input type="text"/>	Date:	<input type="text"/>