

# 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="▼"/>
<input type="text"/>	<input type="text"/>	Approved <input type="button" value="▼"/>

**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"/>