

# Employee Warning Notice Form

**Purpose:** This Employee Warning Notice Form serves as a formal documentation for unauthorized absence, addressing the issue clearly and professionally. It helps employers communicate expectations and consequences to the employee while maintaining accurate records. Using this sample form ensures consistency and legal compliance in handling attendance violations.

## Employee Information

|                        |       |                           |       |
|------------------------|-------|---------------------------|-------|
| <b>Employee Name</b>   | _____ | <b>Employee ID</b>        | _____ |
| <b>Department</b>      | _____ | <b>Manager/Supervisor</b> | _____ |
| <b>Date of Warning</b> | _____ | <b>Position</b>           | _____ |

## Type of Warning

- Verbal Warning
- Written Warning
- Final Warning

## Description of Incident

Unauthorized Absence Details (date(s), duration, and explanation if any):

## Policy Violated

Attendance Policy: Unauthorized absence without prior notification or approval.

## Previous Warnings (if applicable)

## Corrective Action(s) Required

- Immediate return to work and adherence to attendance policy.
- Provide valid documentation for absences (if required).
- Future unauthorized absences may result in further disciplinary action, up to and including termination.

## Employee Comments

| Employee Signature | Date | Manager/Supervisor Signature | Date |
|--------------------|------|------------------------------|------|
|                    |      |                              |      |

**Note to Employee:** Your signature indicates you have received and reviewed this notice. It does not necessarily indicate agreement with its contents.