

# Formal Notice of Disciplinary Action Form

## Employee Information

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date of Notice: \_\_\_\_\_

## Violation Details

Date of Incident	_____
Description of Violation	<ul style="list-style-type: none"><li>Policy Violated: <u>Workplace Attendance</u> Details: Employee was absent without notice on three separate occasions (05/03/2024, 05/10/2024, 05/12/2024) without informing the supervisor as required by company policy.</li><li>Supporting Evidence: Absence records, no communication logs within required timeframe.</li></ul>
Previous Related Warnings (if any)	Written Warning issued on 05/05/2024 regarding first unreported absence. Verbal Warning provided on 05/11/2024 for repeated behavior.

## Consequences/Disciplinary Action(s) Taken

- Suspension without pay for two (2) working days.
- Mandatory attendance at a policy compliance training session.
- Placement on a 60-day probationary period. Any further violations may result in termination.

## Employee Statement (optional):

\_\_\_\_\_  
\_\_\_\_\_

## Acknowledgement of Receipt

I, the undersigned, acknowledge receipt of this Formal Notice of Disciplinary Action and understand its contents.

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