

Notice of Disciplinary Action Form

This **Notice of Disciplinary Action Form** sample for attendance issues provides a clear template to document employee attendance violations effectively. It ensures consistent communication of consequences and helps maintain workplace discipline. This form is essential for addressing absences, tardiness, and related attendance concerns professionally.

Employee Information

Employee Name		Department	
Position/Title		Employee ID	

Incident Details

Date of Incident		Supervisor/Manager	
Type of Attendance Issue	<input type="checkbox"/> Unexcused Absence <input type="checkbox"/> Tardiness <input type="checkbox"/> Leaving Early <input type="checkbox"/> Pattern of Absences <input type="checkbox"/> Other: _____		
Details of Violation			

Previous Warnings or Actions Taken

Date	Description

Action to be Taken

Type of Disciplinary Action	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension <input type="checkbox"/> Termination <input type="checkbox"/> Other: _____
Details / Expectations for Improvement	
Consequences of Further Violations	

Acknowledgment

Employee Comments:

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Employee Signature		Date	
Supervisor/Manager Signature		Date	

A copy of this notice will be placed in your personnel file.