

# Employee Warning Notice Form – Tardiness

This **employee warning notice form** sample is designed to address issues of tardiness effectively. It provides a clear and professional way to document instances of late arrivals, ensuring accountability. Using this form helps maintain workplace punctuality and discipline.

<b>Employee Name:</b>		<b>Employee ID:</b>	
<b>Department:</b>		<b>Supervisor/Manager:</b>	
<b>Date of Notice:</b>		<b>Position/Title:</b>	

**Type of Notice:**

Verbal Warning  
 Written Warning  
 Final Warning  
 Other:

**Reason for Warning:** (Check all that apply)

Tardiness (Late Arrival)  
 Absenteeism  
 Other:

**Description of Incident(s):**

(Include dates, times, and details of repeated tardiness)

**Prior Warnings (if any):****Employee's Comments (if any):****Action to be Taken/Plan for Improvement:**

<b>Supervisor/Manager Signature:</b>		<b>Date:</b>	
<b>Employee Signature:</b>		<b>Date:</b>	

*Employee signature indicates receipt of warning, not necessarily agreement with its contents.*