

# 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.

|                 |  |                     |  |
|-----------------|--|---------------------|--|
| Employee Name:  |  | Employee ID:        |  |
| Department:     |  | Supervisor/Manager: |  |
| Date of Notice: |  | Position/Title:     |  |

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:

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

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