

Employee Statement Form for Attendance Issues

This **employee statement form** sample is designed to address attendance issues by providing a structured way for employees to explain their absences. It helps ensure clear communication and proper documentation within the organization. Using this form can assist in resolving attendance discrepancies efficiently.

Employee Name:

Employee ID/Number:

Department:

Date(s) of Absence/Lateness:

e.g., 2024-06-01 to 2024-06-02

Reason for Absence/Lateness:

Corrective Action/Explanation:

Describe any steps you will take to improve attendance or prevent future issues.

Additional Comments (optional):

Employee Signature:

Type full name

Date:

Submit Statement