

Disciplinary Notice Form

Tardiness and Attendance Issues

This **disciplinary notice form** addresses tardiness and attendance issues, ensuring clear communication of expectations and consequences. It helps employers document employee infractions systematically and promotes accountability. Utilizing this form supports consistent enforcement of attendance policies in the workplace.

Date of Notice:

Employee Name:

Department/Position:

Supervisor/Manager:

Incident Details

Date(s) of Infraction	Type of Issue	Description
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Select"/>	<input type="text" value="Brief description..."/>

Previous Warnings:

- ☐ Verbal
- ☐ Written
- ☐ None

Company Attendance Policy Referenced:

Action Required/Corrective Measures:

Describe actions for improvement and expected outcomes...

Consequences of Further Infractions:

Possible disciplinary actions, up to and including termination...

Employee Comments:

Signatures:

Employee: _____ Date: _____

Supervisor/Manager: _____ Date: _____

Note: Signing this form acknowledges receipt, not necessarily agreement with its contents.