

# Attendance Violation Warning Form

This document serves as an official written warning regarding attendance policy violations. A copy of this form will be placed in the employee's personnel file.

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## Employee Information

Employee Name:

Job Title:

Department:

Supervisor Name:

Date of Warning:

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## Violation Details

Date(s) of Absence / Tardiness:

Type of Violation (Enter "X" for all that apply):

Tardiness / Late Arrival

Unexcused Absence

No Call / No Show

Early Departure

Other (Specify below)

Description of Incident:

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## Corrective Action Plan

Action required by employee to correct behavior:

Consequences of future attendance policy violations:

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## Acknowledgment & Signatures

By signing below, the employee acknowledges receipt of this warning. The signature does not necessarily indicate agreement with the statements above.

Employee Signature:

Date:

Supervisor Signature:

Date: