

Employee Attendance Write-Up Template

Employee Information

Employee Name: _____

Employee ID: _____

Job Title: _____

Department: _____

Manager Name: _____

Date: _____

Subject: Attendance Write-Up

Attendance Issue Description:

Please describe the attendance concern with specific dates and facts.

Company Policy Reference:

This behavior does not meet the company's attendance requirements.

Impact on Work and Team:

Explain how this attendance issue affected team productivity.

Expected Improvement:

Employee must maintain regular and punctual attendance immediately.

Consequences of Further Violations:

Further attendance violations may result in disciplinary action including termination.

Employee Comments:

Acknowledgement

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

HR Signature: _____ Date: _____