



NO CALL NO SHOW

EMPLOYEE WRITE-UP FORM

YOUR
COMPANY
LOGO



EMPLOYEE INFORMATION

Employee Name: _____

Employee ID: _____

Department: _____

Position: _____

Manager: _____

Incident Date: _____



INFRACTION DETAILS

Date(s) of Absence: _____

Scheduled Time: _____

Shift/Work Area: _____



REASON FOR WARNING



No Call / No Show (Unexcused Absence)



Tardiness



Unexcused Absence



Other: _____



DETAILED DESCRIPTION OF INCIDENT



COMPANY POLICY VIOLATION

Violation of Company Policy Manual Section [*****] regarding Attendance and Notification Procedures. Employees are required to notify their supervisor of an absence at least [*****] hours before the start of their scheduled shift.



PRIOR WARNINGS



First Warning (Date: _____)



Final Warning (Date: _____)



Second Warning (Date: _____)



ACTION PLAN & CONSEQUENCES

Failure to report to work without prior notice directly impacts business operations. Continued failure to meet attendance standards will result in further disciplinary action, up to and including immediate termination of employment.

Corrective Action Required:



SIGNATURES

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____



Employee refused to sign.