

# Attendance Write Up Sample

---

**Date of Issue:** [Insert Date]

**Employee Details:**

- **Name:** [Insert Employee Name]
- **Job Title:** [Insert Job Title]
- **Department:** [Insert Department]
- **Employee/Work ID:** [Insert ID]

**Manager Details:**

- **Name:** [Insert Manager Name]
- **Job Title:** [Insert Manager Job Title]

**Subject: Attendance Write-Up**

Dear [Employee's First Name],

This document serves as a formal record of our discussion on [insert date of the conversation], where we addressed your ongoing absenteeism at [Company Name]. Repeated instances of absence and/or tardiness have been observed, which are negatively impacting your performance and the overall productivity of your team.

This is an official notice regarding your non-compliance with [Company Name]'s time and attendance policies, which can be reviewed here: [Insert Link to Policy].

**Incident Details:**

- **Type of Issue:** [E.g., Tardiness, Unapproved Absence, No Call/No Show]
- **Date(s) of Incident(s):** [Provide specific dates or patterns observed]
- **Description:** [Detailed account of the incidents]

**Previous Incidents:**

[Provide details of any earlier discussions, verbal or written warnings, and the outcomes of those discussions.]

**Action/Improvement Plan:**

To resolve these concerns, we have outlined the following steps:

1. Ensure attendance aligns with company expectations as stated in our policies.
2. Notify your supervisor promptly of any anticipated absences or tardiness.
3. Complete the scheduled HR performance improvement training by [specific date].
4. [Optional] Discuss any underlying challenges affecting attendance with your manager or HR.

Failure to adhere to these corrective actions may result in further disciplinary action, up to and including termination of employment.

**Acknowledgment:**

This attendance write-up serves as official documentation of the discussed concerns. By signing below, you acknowledge receipt of this document and understanding of its contents.

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_