WRITTEN RECORD OF VERBAL WARNING (ATTENDANCE)

Date: [Insert Date]

Dear [Employee Name],

This letter is intended to summarize the conversation we had on [Insert Date], in which we discussed issues concerning your attendance at work, issues including [insert attendance issue] example - leaving work early without cause, arriving late without cause, leaving early before/arriving late after lunch breaks, or excessive absenteeism…]

[Outline the date or dates the issue occurred - example: In the past few weeks you were late arriving to work on November 3, 9 and 10. In addition, you returned late from your lunch break on November 12 and 15].

[Outline the consequences of culpable absenteeism in the workplace].

[Outline the agreed upon improvement, specifying a timeline - example: During our conversation you agreed to leave 15 minutes earlier each morning to arrive at work at least five minutes before your scheduled start time.

[Discuss the plan for improvement, if applicable - example: To assist you in improving in this area, I will meet with you weekly until this is resolved to provide you with assistance, and accommodations when appropriate].

[Outline the consequences for their file **-** example: This letter will be placed in your employee file for 18 months and removed thereafter if there are no further attendance issues].

In the event that these attendance issues continue, the next step in the discipline process will be a First Written Warning. [Organization Name] reserves the right to skip level(s) of discipline in the event of further egregious breaches of policy.

You are a valued member of our team, and it is my hope that we can work together to ensure this issue is resolved. If you have any questions, do not hesitate to contact me for clarification.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor Name, Title, Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name, Title, Signature\* Date

\*By signing this written documentation you are acknowledging you have received this verbal warning. Your signature does not indicate you are in agreement with the action taken.

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Witness Name, Title, Signature Date