**Attendance Violation Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | **Department:** |  |
| **Date:** |  | **Report No.:** |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Smith | Employee ID | EMP-1025 |
| Designation | Marketing Executive | Supervisor/Manager | Sarah Lee |
| Date of Report | 10-Oct-2025 |  |  |

**Details of Violation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Violation** | **Date(s)** | **Time** | **Description / Remarks** |
| Unexcused Absence | 03-Oct-2025 | Full Day | No prior notice or leave request submitted |
| Late Arrival | 05-Oct-2025 | 10:30 AM | Arrived 1.5 hours late without approval |
| Early Departure | 07-Oct-2025 | 4:00 PM | Left early before end of shift |

**Attendance Summary (Month Overview)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Working Days** | **Days Present** | **Late Arrivals** | **Unexcused Absences** | **Early Departures** |
| 22 | 17 | 3 | 1 | 1 |

**Employee Explanation (If Provided)**

*Employee’s Statement:*

|  |
| --- |
| “I was unable to attend on October 3 due to a family emergency and could not inform in time.” |
|  |
|  |

**Supervisor Review**

| **Supervisor Name** | **Signature** | **Date** |
| --- | --- | --- |
| Sarah Lee |  | 10-Oct-2025 |

**Comments:**

“Employee has been counseled regarding proper leave communication and punctuality expectations.”

**HR Action Taken**

| **Action Type** | **Details** | **Date Effective** |
| --- | --- | --- |
| Written Warning | Issued for attendance policy violation | 11-Oct-2025 |

**HR Officer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Acknowledgment**

I acknowledge that I have read and understood the contents of this report.

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