**

**No Call No Show Write-Up Template**

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| --- | --- |
| **Company name** | [Company’s name] |
| **Employee name** | [Employee’s full name] |
| **Employee ID** | [Employee ID] |
| **Department** | [Department name] |
| **Position** | [Employee’s position] |
| **Supervisor** | [Supervisor’s name] |
| **Date of incident** | [Date of no call no show] |
| **Date of write-up** | [Date of document creation]  |

## Incident description

This write-up is to formally document the incident of a no call no show that occurred on [date of no call no show]. On this date, [employee’s full name] was scheduled to work from [scheduled start time] to [scheduled end time] but failed to report for duty and did not provide any prior notice or communication regarding the absence.

## Previous attendance record

(If applicable) [Note any previous instances of no call no show or other attendance issues, including dates and any prior disciplinary actions taken.]

## Company policy reference

As per our company policy, employees are required to notify their supervisor or the designated contact person at least [policy’s stated time frame] prior to their shift if they are unable to attend their scheduled work. Failure to do so is considered a no call no show and is subject to disciplinary action.

## Consequences

This incident is being treated as a violation of our company’s attendance policy. As such, the disciplinary action of [specify the disciplinary action being taken, e.g., written warning, suspension] is being taken. Please be advised that further incidents of this nature may result in additional disciplinary actions, up to and including termination of employment.

## Employee statement

(If applicable—this will not be necessary in the case of termination.) [Provide a section for the employee to give their statement or explanation regarding the incident.]

## Corrective action plan

(If applicable—this will not be necessary in the case of termination.) [Outline any steps or actions the employee is expected to take to rectify the situation or prevent future occurrences.]

## Acknowledgment

I, [employee’s full name], acknowledge that I have read and understand the contents of this write-up. I am aware of the consequences of my actions and the expectations set forth by [company name].

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR representative signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_