**No Call No Show Write Up**

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

