**A sample employee write-up form**

The following is a sample employee write-up form:

Employee name: *Victor Ivanov*

Employee role: *Analyst*

Date:*01/21/2020*

Department: *Logistics*

Supervisor: *Abena Masozi*

Type of violation: *Tardiness*

Supervisor statement:

*After three verbal warnings spanning from September 12, 2019, to January 21, 2020, the decision has been made to write up the employee for repeated tardiness. Each recorded tardy was more than one hour late. According to company policy, Analyst personnel are full-time employees that must be in the office by 8:30 AM and remain until 5:00 PM. Mr. Ivanov signed his company policy handbook during his onboarding procedures, agreeing to the policy. We received and documented his signed policy handbook on July 15, 2019.*

Expectations:

*From now until the set deadline, Mr. Ivanov must show perfect attendance. He will arrive at his desk no later than 8:30 AM each day and not leave until 5:00 PM. Only proof of medical visits such as doctor notes or other documentation excuse him from work. Failure to comply with these expectations will result in immediate termination of employment.*

Deadline: *05/03/2020*

Employee signature: *Victor Ivanov*

Supervisor signature: *Abena Masozi*