

**Sample
Advance Notice of Disciplinary Action**

TO: First and Last Name of Employee
Job Title

FROM: First and Last Name of Supervisor
Job Title

DATE: Date must be same date that the employee receives notice

SUBJECT: Advance Notice of Disciplinary Action

This is your advance notice of disciplinary action to be taken for excessive tardiness.

On (date of written counseling memorandum), you were given a written counseling memorandum for excessive tardiness. At that meeting, you and I discussed the importance of being on time and the negative impact your behavior has on the entire team and our ability to accomplish our responsibilities. Immediate and significant improvement in your attendance was required or further disciplinary action would be taken in accordance with policy.

Since receiving that written counseling memorandum you have reported late to work an additional five times; on two of those occasions you did not call your supervisor as required:

- Date 30 minutes late (called in but no reason given)
- Date 15 minutes late (called in but no reason given)
- Date 90 minutes late (called in but no reason given)
- Date 30 minutes late (did not call in)
- Date 15 minutes late (did not call in)

Your poor attendance and tardiness is unacceptable. In accordance with The Department of Human Resource Management (DHRM) Policy 1.60, *Standards of Conduct*, it is my intention to issue you a Group I Written Notice for excessive tardiness.

You are provided an opportunity to respond to these charges and the disciplinary action. If you choose to respond, you may do so either verbally by contacting me at (757) 221-XXXX or in writing. I must receive your response no later than 4:00 p.m. on (*generally provide 48 hours for employee to respond*). Upon receipt of your response it will be thoroughly reviewed; however, if the disciplinary action is not revised you will be issued a Group I Written Notice for excessive tardiness.

Supervisor's Name/Date

Employee's Name/Date

Note: Always print this document on either W&M or Department Letterhead