



# IDEAL TECH STAFFING

451 State Street, Unit C North Haven, CT 06473  
www.idealtechstaffing.com

## NOTICE TO EXPLAIN (NTE) FORM v0.1

Employee Name:	John Wynn Abuton	Account Name:	--
Designation:	Graphic Designer	Date:	July 23, 2025
Manager/Supervisor:	--	NTE/NOD Entry Log No.	002

### RE: ATTENDANCE ISSUE: Tardiness

#### SAMPLE TEST ONLY Part 2

Please be advised that you were allegedly been reported for attendance issues due to your tardiness. During the month of July 2025. You were late on 7/3, 7/14, 7/15, 7/18, 7/21 and on 7/22.

Below is a screen shot of your login time report for the month of July 2025:

Name	Date	Start time	End time
Richie Gayo	7/3/2025	8:32 AM	5:01 PM
Richie Gayo	7/14/2025	9:23 AM	5:00 PM
Richie Gayo	7/15/2025	9:19 AM	5:02 PM
Richie Gayo	7/18/2025	8:05 AM	5:01 PM
Richie Gayo	7/21/2025	8:11 AM	5:00 PM
Richie Gayo	7/22/2025	8:07 AM	5:00 PM

As stated in the Code of Conduct, your attendance plays as a large contribution to your work.

During your employment orientation, you are trained about company policies and provided with handbook and documents which explained in fine details company rules and regulations, especially attendance and attrition. You also signed the same documents indicating that you agreed and understand each provision that has been stipulated.

Please be reminded that you are evaluated on your overall job performance by means of not only output in tasks assigned, but also your compliance to company policies.

You are given **48 hours** to answer this offense and explain in detail your side why you have committed such infraction. Your answer will help us immensely evaluate your present job and its continuity here in Ideal Tech Staffing Phils. As with others who were given the opportunity to air their side, this will be your chance to rebut any information indicated in this document.

By affixing your signature in the conforme below, you are acknowledging that you understand each statement herein and the offense that has been hurled against your person, and that you agree to comply with our request.

Sincerely yours,



Frances G. Manatad  
Operations Manager



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**Employee's Explanation** (Please explain your side on why the above ground and corresponding sanction will not be given due course):

**Employee Action Plan Sample: This is Test Sample CC**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of Employee

(You may use a separate page as continuation of your explanation above. Please make sure to affix the above signature on top of the affixing of your signature over your printed name at the end of your statement in the subsequent page as well. Submit this to the Superior within 5 days from service thereof. Your Superior will make a copy thereof and will return this same form to you with the Notice of Decision below accomplished. The Superior will log the file to HR 201 File.) *Hearing may be called.*

## NOTICE OF DECISION (NOD)

(To be filled-out by the direct superior. An appeal of this decision shall be made within 5 days from service thereof)

**Notice of Decision Sample 123:** Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Aliquam dolor lorem, euismod nec ultrices a, fringilla eget urna. Aenean faucibus, orci a ornare commodo, lacus purus faucibus erat, et condimentum nisl ex vel ex. Vivamus feugiat mauris ac nunc porttitor, ac posuere enim euismod.

Mauris commodo facilisis blandit. Nam maximus diam ut turpis pulvinar interdum. Vivamus convallis varius ex, non congue nisi commodo eget. Integer in vestibulum odio, rhoncus fermentum neque. Quisque lectus magna, vehicula vitae nisl at, ultricies bibendum dolor. Nullam luctus interdum dolor. Cras maximus tincidunt mi, non egestas orci fermentum a. Aliquam posuere quam risus, eu semper turpis feugiat eget. Donec vitae orci odio.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of Superior

### Sanction Incurred

Offense Level	1st Offense	2nd Offense	3rd Offense	4th Offense	Cleansing Period
Minor Offenses	Documented Verbal Warning	Written Warning	Final Warning	Dismissal	One (1) year
Less Grave Offenses	First Written Warning	Final Warning	Dismissal		Two (2) years
Grave Offenses	Dismissal				Not Applicable

(Superior will encircle correspondingly)

### Sanction to Progress into:

Offense Level	1st Offense	2nd Offense	3rd Offense	4th Offense	Cleansing Period
Minor Offenses	Documented Verbal Warning	Written Warning	Final Warning	Dismissal	One (1) year
Less Grave Offenses	First Written Warning	Final Warning	Dismissal		Two (2) years
Grave Offenses	Dismissal				Not Applicable

(Superior will encircle correspondingly)