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Description automatically generated

TO : ${employee\_full\_name}

FROM : HUMAN RESOURCES DEPARTMENT

SUBJECT : NOTICE TO EXPLAIN - GROSS AND HABITUAL TARDINESS

DATE : ${date}

This letter is with regards to you alleged violation of company policy and Article 297 of the Labor Code to wit: Gross and Habitual Neglect of Duty. “Habitual tardiness is a form of neglect of duty.

Lack of initiative, diligence, and discipline to come to work on time everyday exhibit the employee's deportment towards work. Habitual and excessive tardiness is inimical to the general productivity and business of the employer.

Our company records show that you have incurred tardiness on the following dates:

${lines}

${line}

${/lines}

However, management is providing you with an opportunity to present your reasons and defenses against this alleged offense. You are encouraged to submit your response within five (5) working days from the receipt of this notice. The penalty for this offense, should you be found guilty, is a ${disciplinary\_action}, as this is your ${attempts} offense.

Should you choose not to respond within the provided period, the management will make a decision based on the available records and evidence.

Failure to submit your written explanation within the given timeframe will be considered a waiver of your right to be heard, and the Company will decide the matter based on all available records and evidence.

We strongly urge your compliance.

Carlota Hipolito

HR Manager

Received by:

${employee\_full\_name}