## **NOTICE TO EXPLAIN**

**To:** (Name of alleged employee) **Date**: (Date)

**Position:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Based on the reports you allegedly violated the following company rules and regulations under ***General Disciplinary Measures Guideline Sec. 2 - 1.2 Tardiness*** *Defined as failure to report for work within the defined schedule. Failure to report for work within two (2) hours from the defined schedule* (Schedule) *shall automatically be categorized as an unexcused absence equivalent to one offense.*

**Detailed description of offense**

(Detail)

Total Minutes of Late: (Minutes)

Total Days of Late: (Days)

Based on the Company’s General Disciplinary Measures Guideline, each incident of ***Tardiness*** under progressive system of sanctioning, penalty for the ***1st Offense*** of the violations mentioned would merit ***Written Reprimand****.*

In view of the above, please submit a written explanation to the undersigned within 48 hours upon receipt of this notice. Failure to do so shall mean you are waiving your right to present your side. The investigation shall commence immediately after the prescribed period stated herein elapses.

Regards,

Immediate Supervisor

**Position**

Ivan G. Pablo

**HR Business Partner**

**Received by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­