[Company Letterhead]

# NOTICE TO EXPLAIN

Date: **[Date of Issuance]**

**[Employee's Complete Name]**

**[Position]**

**[Department]**

Dear Mr./Ms. **[Employee's Last Name]**:

This Notice is being issued to require you to explain in writing why no disciplinary action should be imposed on you for the following attendance violations:

Based on our attendance records, you have been tardy on the following dates:

* **[Date 1] – Late by [duration]**
* **[Date 2] – Late by [duration]**
* **[Date 3] – Late by [duration]**

You have also been absent without approved leave on:

* **[Date 1]**
* **[Date 2]**

These incidents appear to violate Section **[X]** of our Company Code of Conduct which states: "**[Quote relevant company policy on attendance and punctuality]**"

You are hereby directed to submit your written explanation regarding these matters within five (5) working days from receipt of this Notice. You may also submit any evidence to support your explanation.

Should you fail to submit your explanation within the prescribed period, the Company shall consider your silence as a waiver of your right to be heard and shall proceed to evaluate the case based on available information.

Depending on the result of the investigation, you may face disciplinary action up to and including termination of employment in accordance with company policies and Philippine labor laws.

Very truly yours,

**[Name of HR Manager/Department Head]**

**[Position]**

**[Contact details]**

Received by:

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

[Employee's Signature over printed Name] [Date]