

No Call No Show Free Templates

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The logo for MINOP features a light blue cloud on the left containing three yellow bars of increasing height. To the right of the cloud, the word "MINOP" is written in a light blue, sans-serif font. The letter 'O' is stylized as a circle with a yellow diagonal line through it.

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NCNS Warning Letter (First Offense)

[On Company Letterhead]

Date:

Employee Name:

Employee Code:

Designation:

Department

Subject: Formal Warning for No-Call No-Show Incident

Dear **[Employee Name]**,

It has been observed that you were absent from work on **[Date]** without providing prior notice or informing your reporting manager/HR as per the company's Attendance and No-Call No-Show Policy.

This constitutes a No-Call No-Show (NCNS) incident. Your absence disrupted team operations and placed additional burden on your colleagues.

As this is your first offense, you are being issued a formal written warning. Please treat this matter with utmost seriousness. Any recurrence may result in stricter disciplinary action, including suspension or termination.

You are also required to attend a return-to-work discussion with your reporting manager and HR on **[Scheduled Date]** to explain the reason for your absence and reaffirm your commitment to attendance expectations.

We trust that you will avoid such occurrences in the future and demonstrate responsible behaviour.

Sincerely,

[Signature]

Show Cause Notice (Job Abandonment)

[On Company Letterhead]

Date:

Employee Name:

Employee Code:

Designation:

Department:

Subject: Show Cause Notice – Absence Without Intimation

Dear **[Employee Name]**,

It has come to our attention that you have been absent from work since **[First Day of Absence]** and have not informed your reporting manager or HR as required under the company's Attendance and No-Call No-Show Policy.

Your continuous absence for **[Number of Days]** working days, without approval or notification, is being treated as unauthorised absence and possible job abandonment.

You are hereby directed to provide a written explanation for your absence within 48 hours of receiving this notice. Failure to respond will compel the company to assume that you have voluntarily abandoned your employment, and your services may be terminated in accordance with the Shops and Establishments Act / applicable labour laws.

Please treat this matter with urgency.

Sincerely,

[Signature]

Termination Letter (After No Response to Show Cause)

[On Company Letterhead]

Date:

Employee Name:

Employee Code:

Designation:

Department:

Subject: Termination of Employment due to Job Abandonment

Dear **[Employee Name]**,

Reference is made to our Show Cause Notice dated **[Notice Date]** regarding your continuous absence without intimation since **[First Day of Absence]**. You were directed to provide a written explanation within 48 hours, but no response has been received.

In view of your failure to resume duties or provide a satisfactory explanation, the management considers this as voluntary abandonment of service. Accordingly, your employment with **[Company Name]** is hereby terminated with effect from **[Termination Date]**.

Your final settlement, including dues as per law and company policy, will be processed within statutory timelines.

We regret having to take this step and wish you well in your future endeavours.

Sincerely,

[Signature]

No Call No Show (NCNS) Policy Document

[Your Company Name]

Effective Date:

Applicable To: All employees of **[Your Company Name]** in India

1. Objective

The objective of this policy is to clearly define the procedures and consequences related to No-Call No-Show (NCNS) incidents. Consistent attendance is critical to the smooth functioning of the company, and this policy ensures fairness, transparency, and compliance with Indian labour laws.

2. Scope

This policy applies to all employees of **[Your Company Name]**, including permanent, probationary, contractual, and temporary staff working across all locations in India.

3. Definition

A No-Call No-Show (NCNS) occurs when an employee:

- Fails to report to work on a scheduled workday.
- Fails to notify their reporting manager or HR as per the prescribed communication procedure.

One calendar day of such absence will be counted as one NCNS incident.

4. Reporting Procedure for Absences

Employees are required to notify their reporting manager at least one hour before their scheduled start time in case of an unplanned absence.

Acceptable methods of notification:

- Direct phone call to reporting manager.
- Voicemail, WhatsApp, or SMS if the manager is unavailable.
- Email only in exceptional cases where other means are not possible.

Unacceptable methods:

- Asking a colleague to inform on your behalf.
- Sending vague or incomplete messages.
- Not responding to follow-up calls from HR or the manager.

5. Disciplinary Action for NCNS

The company will adopt a progressive disciplinary approach:

- **First Offense:** Written warning and mandatory return-to-work discussion.
- **Second Offense:** Final written warning and possible suspension without pay for 1–3 days.
- **Third Offense:** Termination of employment in accordance with applicable labour laws.

6. Job Abandonment

If an employee is absent without notification for three consecutive working days, it will be treated as voluntary abandonment of employment.

- A Show Cause Notice will be issued, requiring a response within 48 hours.

- If no response is received, employment will be terminated as per the provisions of the Shops and Establishments Act or other applicable Indian labour laws.
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7. Exceptions

Exceptions may be considered in cases of genuine emergencies, such as:

- Sudden illness or hospitalisation (supported by medical documentation).
- Accidents, law-and-order disturbances, or transport strikes.
- Natural calamities or other unforeseen events.

Employees must provide valid supporting documents upon returning to work. HR may waive disciplinary action at its discretion.

8. Legal Compliance

This policy will be implemented in alignment with Indian labour regulations, including:

- Shops and Establishments Act (**state-specific**).
 - Factories Act, 1948 (**where applicable**).
 - Maternity Benefit Act, 1961.
 - Employees' State Insurance (**ESI**) Act, 1948.
 - Industrial Disputes Act, 1947 and Standing Orders Act (**for eligible categories of employees**).
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9. Employee Assistance

[Your Company Name] recognises that repeated absences may be linked to personal or workplace challenges. HR may provide counselling, Employee Assistance Programmes (EAP), or other forms of support where available before proceeding to termination.

10. Policy Review

This policy will be reviewed periodically to ensure compliance with evolving Indian labour laws and to meet the operational needs of the organisation. Updates will be communicated to all employees through HR notices and the employee handbook.

Approved By:

[Name, Designation]

[Date]

Acknowledgement:

I, **[Employee Name]**, acknowledge that I have read, understood, and agree to comply with the Attendance and No-Call No-Show Policy of **[Your Company Name]**.

Signature: _____

Date: _____