EMPLOYEE WARNING NOTICE FORM

CMG Corporate Management Group

Workforce Management & Staffing Experts

Employee Name: _____Jerrod Saunders_____   **Date:**_ 8/1/2022 ____

Supervisor Name:____Peter Draheim_____   **Hire Date**: 2/8/2021

☐   Verbal Warning   ☒ Written Warning   ☒ Final Warning

☐ Coaching/Counseling Session   ☐ Assignment End   ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☒Tardiness   ☐Insubordination
☐Damaged Equipment   ☐Failure to Follow Procedure
☐Absenteeism   ☐Failure to Meet Performance Standards
☐Policy Violation   ☐Poor Work Quality
☐Falsifying Company Documents   ☐Other

2. Details of Unsatisfactory Behavior/Actions:
Unexcused Tardy on 7/28/2022

Prior Warnings:

8/20/2021- Written for tardy
8/23/2021- Verbal for tardy
8/24/2021- verbal for tardy
10/16/2021- Notification for tardy
11/11/2021- Notification for tardy
11/18/2021- verbal for tardy
2/16/2022- Notification for tardy
3/25/2022- Notification for tardy
4/1/2022- Notification for tardy
4/6/2022- Notification for tardy
4/29/2022- Notification for tardy
5/4/2022- Verbal for tardy
5/5/2022- Verbal for tardy
5/16/2022- Verbal for tardy
5/24/2022- Written for tardy
6/7/2022- Written for tardy
6/25/2022- Written for tardy
7/25/2022- Final for tardiness

4. The following immediate corrective action must be taken by the employee.

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: _____ Date: 08 – 3 – 2022

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: _____ Date: 8-3-22