



EMPLOYEE WARNING NOTICE FORM

Employee Name: Alisha Martin

Date: 8/29/2023

Manager Name: Darrin Brown

First Warning Second Warning Other

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions: As of 8/29/2023 Alisha has missed 10 days of work, had 16 unexcused tardys, and 12 unexcused leave earlys. This level of absenteeism is beyond acceptable.

3. The following immediate corrective action must be taken by the employee. To continue gainful employment Alisha needs to correct her attendance. This can be achieved by refraining from calling in and providing her supervisor with adequate notice(minimum 1 day) when the need arises for her to arrive late or leave early. Failure to follow through will result in further disciplinary action up to and including termination.

Employee Signature:  Date: 8-30-23

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

Manager's Signature:  Date: 8-30-23