CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Antoine Fair** Date: **1/27/23**

Manager Name: Tim Holt

☒ **First Warning** ☐ Second Warning ☐ Final

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

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

1. Details of Unsatisfactory Behavior/Actions: **Antoine has 40 unexcused tardies since his hire date of 6/21/22. Good Communication is important as well as Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.**

2. The following immediate corrective action must be taken by the employee.
Antoine needs up to be here on time for his scheduled shift unless excused by his supervisor. To avoid further discipline up to and including Release of Assignment from Branding Iron, Antoine must improve his attendance and tardiness immediately.

Employee Signature: Fair Date:_____

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

Manager's Signature: Tim Holt Date: 2-2-23