CMG
CORPORATE MANAGEMENT GROUP

"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Bishar Yusuf**　　　　　　Date: **June 10, 2019**

Manager Name: **Tim Holt**

☒ **First Warning**　　　　☐ Second Warning　　　　☐ Other

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

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

1. Details of Unsatisfactory Behavior/Actions: **On more than one occasion, Bischar's tardiness has been discussed with him. On our last discussion, you assured me that you would take steps to arrive to work on time. Yet my records show that you were late again on June 9, 2019. This is a total of 9 tardies since your start date of 5-17-19. It is important that you are here on time as it puts extra effort on co-workers who must fill in for you until you arrive.**

2. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.

Just a reminder that your shift starts at 10:30pm. This means you can clock in at 10:25pm and be ready to start working at 10:30pm. You are expected to be at work on time according to the established schedule. In order to assess your progress in resolving this issue, I will review your attendance record on a nightly basis. Failure to report to work on time will result in further disciplinary action up to and including suspension without pay and/or termination.

Employee Signature: _____ Date: 6/11/19

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

Manager's Signature: _Tim Holt_____ Date: 6/11/19