



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Brandon Doriott**

Date: **December 10, 2020**

Manager Name: **Tim Holt**

First Warning **Second Warning** **Other**

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: Brandon has had 4 Unexcused Absences since his hire date of 10/26/2020. This is considered excessive and this pattern cannot continue. Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for you in your absence, the overall workload is increased, and performance is compromised. Excessive absenteeism also nullifies any future raises and disqualifies you from bonus potential.

**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.**

To avoid further discipline, up to and including termination, Brandon must make an immediate improvement to his attendance.

Employee Signature: Brandon Doriott Date: 12/11/20

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

Manager's Signature: Tim Holt Date: 12/11/20