



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Bryce Walters**

Date: **May 24, 2019**

Manager Name: **Mark Reinarts**

First Warning                       Second Warning                       **Other: 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: **Bryce was given another warning on 5-21-19 due to excessive Unexcused Absences. On 5-23-19, Bryce sent a text stating he could not make it into work.**

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.

**This is Bryce's Final Written Warning. The next occurrence will result in a 1-Day Suspension without pay.**

Employee Signature: *Bryce Walters* Date: 5-24-19

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

Manager's Signature: *Ladi Laurin* Date: 5-24-19