



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Bryce Walters**

Date: **December 10, 2019**

Manager Name: **Mark Reinarts**

First Warning

Second Warning

Other- FINAL ATTENDANCE

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

Tardiness

Insubordination

Damaged Equipment

Failure to Follow Procedure

Absenteeism

Failure to Meet Performance Standards

Policy Violation

Poor Work Quality

Falsifying Company Documents

Other

1. Details of Unsatisfactory Behavior/Actions: **Bryce has been spoken to numerous times regarding his tardiness. Currently, there has been no improvement. Bryce must consider this his FINAL WARNING. The next time he is late, his position will be terminated immediately and permanently.**

Bryce must also watch his long lunches. He must adhere to the 30-minute lunch break policy.

Employee Signature: Bryce Walters Date: 12-10-19

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

Manager's Signature: [Signature] Date: 12-10-19