



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Thomas Burton**

Date: **October 19, 2021**

Manager Name: **Nick Rausch**

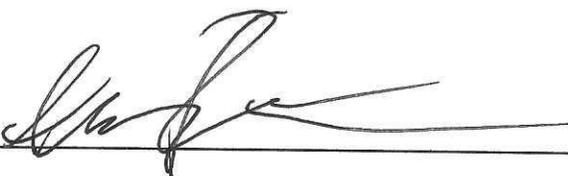
First Warning Second Warning Other

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

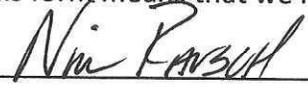
- Tardiness
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: 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. Your tardiness causes a delay in the completion of the teams duties. Please see attached timesheets for past tardiness.

**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, Thomas must show up on time for all scheduled shifts.**

Employee Signature:  Date: 10/20/21

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

Manager's Signature:  Date: 10/20/21