



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cameron Reid**

Date: **July 11, 2019**

Manager Name: **Willie Klenk**

First Warning **Second Warning** Other

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

- Tardiness
- Damaged Equipment
- Absenteeism-Excessive**
- 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: **Cameron has had 8 Unexcused Absences since his hire date of 12/03/2018 with one of them being a No Call/No Show. This pattern has become excessive and cannot continue. Being absent this much puts a hardship on co-workers.**

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.

The next Unexcused Absence will result in a 1-Day Suspension without pay. It will also disqualify you from receiving your next raise as well as disqualifying you from earning the quarterly incentive bonus. Cameron must make every effort to be at work when scheduled.

Employee Signature: Cameron Reid Date: 7-11-19

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

Manager's Signature: Willie Klenk Date: 7-11-19