



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cameron Reid**

Date: **August 19, 2020**

Manager Name: **Willie Klenk**

First Warning Second Warning **Other- FINAL**

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

- | | |
|--|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: **Since your re-hire date of 10/23/2019, Cameron has had an excessive number of unexcused absences. This warning is to let you know that your next unexcused absence will result in your immediate Release from your Assignment at Branding Iron. Branding Iron expects to have a reliable workforce to be able to operate efficiently and cannot tolerate excessive absenteeism.**

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 release of assignment.

To stay on assignment at Branding Iron, Cameron must not have any additional unexcused absences. He must make every effort to be at work when scheduled.

Employee Signature: Cameron Reid Date: 8/19/20

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

Manager's Signature: Willie Klenk Date: 8/19/20