



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Candice Larson**

Date: **December 14, 2017**

Manager Name: **Nick Rausch**

First Warning Second Warning Other

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: **Candice has had 8 Unexcused Absences since her hire date of 8-14-17. This pattern has become excessive and cannot continue.**

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.

Any further instances of Unexcused Absences will result in termination.

Employee Signature:  Date: 12-14-17

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

Manager's Signature:  Date: 12-14-17