



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Charles Foster**

Date: **10-31-2017**

Manager Name: **Tim Holt**

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: Charles has had 4 Unexcused Absences since his hire date of 08-04-2017. This pattern is 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.
Charles must make every effort to be at work every day. Excessive absenteeism causes a hardship on fellow co-workers and is unacceptable. Any further unexcused absences will result in further discipline.
Charles must also understand that any future pay raises and bonus eligibility are based on his attendance.**

Employee Signature: Charles Foster Date: 11/3/17

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

Manager's Signature: Tim Holt Date: 11/3/17