



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Charles Foster**

Date: **March 29, 2018**

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 8 Unexcused Absences since his hire date of 8-2-17. This pattern is excessive and cannot continue. Missing this much time from work is a hardship on fellow co-workers and it also affects any potential pay raises as well as disqualifies him from any potential bonuses.

**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 not miss any more time from work. He must make an effort to be at work on a consistent basis. Any further instances of absenteeism will result in further discipline up to and including termination.

Employee Signature: Charles Foster Date: 4-4-18

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

Manager's Signature: Tim Holt Date: 4/4/18