CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cheryl Benjamin** Date: **June 10,2020**

Manager Name: **Matt Heaton**

☐ First Warning ☐ Second Warning ☒ **Other- ONLY**

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

☒**Tardiness**
☐Damaged Equipment
☒**Absenteeism**
☐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: **Cheryl has had 4 Unexcused Absences in the past week as well as multiple tardies. This behavior is unacceptable 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 instance of excessive absenteeism will result in immediate termination.

Employee Signature: Cheryl Benjamin Date:_____

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

Manager's Signature: Matt Heaton Date: 6-10-20