



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Christopher Drift**

Date: **08/29/17**

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: Christopher has missed 4 days of work since his hire date of 07-14-17. This pattern of absenteeism cannot continue as it is becoming excessive. Christopher must make every effort to be at work on a daily basis.**

**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 absenteeism will result in Christopher relinquishing his full time status and he will be placed on an On-Call basis only.**

Employee Signature: Christopher Drift Date: 8/31/17

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

Manager's Signature: Nick Rausch Date: 8/29/17