



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Cleo Johnson**

Date: **4/26/2022**

Manager Name: **Nick Rausch/Mark Reinarts**

First Warning

Second Warning

**ONLY**

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

Tardiness

Insubordination

Damaged Equipment

**Failure to Follow Procedure**

Absenteeism

**Failure to Meet Performance Standards**

Policy Violation

**Poor Work Quality**

**Falsifying Company Documents**

Other

1. Details of Unsatisfactory Behavior/Actions: **Cleo, the company has been monitoring your performance for the past few weeks and unfortunately has revealed that you are not verifying the plate spacers or cups with the work orders given and have not been verifying the dimensions of the burgers, by doing this Cleo is knowingly falsifying company documents. This action compromises the integrity of the products we provide to our customers.**

2. The following immediate corrective action must be taken by the employee.  
**Over the next few days your performance will be rigorously reviewed and take note and a final decision will be made on your performance in the coming weeks as to your position. Cleo has been warned that any further instances of failure to follow proper procedures will lead to the Immediate Release of Assignment from Branding Iron.**

Employee Signature:  Date: 4-26-22

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

Manager's Signature:  Date: 4-28-2022