



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Demetrius Lewis**

Date: **September 17, 2020**

Manager Name: **Dick Lunser**

First Warning Second Warning **Other-FINAL**

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 |

Details of Unsatisfactory Behavior/Actions: **On July 9th you received a written warning regarding your multiple unexcused absences. Since that time, you have had 2 additional unexcused absences. This makes 8 unexcused absences so far this year. Your absence places an undue burden in scheduling and maintaining operations in the Shipping department. This creates unnecessary hardships and your co-workers, who must fill in for you during your absences. Your attendance record is unsatisfactory and must be corrected immediately. Please be advised that any further unexcused absences will result in you being released from your assignment at Branding Iron.**

Employee Signature: Demetrius Lewis Date: 9-18-20

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

Manager's Signature: Dick Lunser Date: 9-18-20