



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Eric Sayre**

Date: **January 25, 2022**

Manager Name: **Julian Hurd**

**First Warning**                       **Second Warning**                       **FINAL-ONLY**

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>Tardiness</b>         | <input type="checkbox"/> <b>Insubordination</b>                       |
| <input type="checkbox"/> <b>Damaged Equipment</b>            | <input type="checkbox"/> <b>Failure to Follow Procedure</b>           |
| <input checked="" type="checkbox"/> <b>Absenteeism</b>       | <input type="checkbox"/> <b>Failure to Meet Performance Standards</b> |
| <input type="checkbox"/> <b>Policy Violation</b>             | <input type="checkbox"/> <b>Poor Work Quality</b>                     |
| <input type="checkbox"/> <b>Falsifying Company Documents</b> | <input type="checkbox"/> <b>Other</b>                                 |

**1. Details of Unsatisfactory Behavior/Actions:**

**Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is compromised. You have 10 unexcused call ins from Sept 24<sup>th</sup> through today. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.**

- 9/24/21**
- 10/19/21**
- 10/28/21**
- 11/17/21**
- 12/3/21**
- 12/10/21**
- 12/28/21**
- 12/29/21**
- 1/5/22**
- 1/24/22**

**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.**

**To avoid further discipline, up to and including Release of Assignment from Branding Iron, Eric must improve immediately on her attendance and communication with supervisors.**

Employee Signature: Eric Surpe Date: 1-25-22

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

Manager's Signature: [Signature] Date: 01-25-22