



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Eric Nieman**

Date: **1/18/23**

Manager Name: **Jenny Vanderwerf**

**First Warning**

**Second Warning**

**FINAL**

**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:**

**Eric has 3 unexcused absences since he started on 11/18/22. Punctuality and Regular attendance are important to productivity and establishing a good work record. The production team rely on each other to be on time and come to work each day. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.**

**2. The following immediate corrective action must be taken by the employee.**

**To avoid further discipline, Eric needs to be here for every scheduled shift unless excused by his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Eric must improve his attendance immediately.**

Employee Signature: \_\_\_\_\_

Date: 1-18-23

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

Manager's Signature: \_\_\_\_\_

Date: 1-18-23