



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Eric Sayre**

Date: **1/17/23**

Manager Name: **Jenny Vanderwerf**

First Warning Second Warning **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 |

1. Details of Unsatisfactory Behavior/Actions: Eric has had 11 more unexcused absences since his Second Warning on 4/14/22. 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 up 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: Eric Sayre Date: 1-18-23

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

Manager's Signature: Jenny Vanderwerf Date: 1-18-23