



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Larry Fallang**

Date: **October 8, 2021**

Manager Name: **Tim Holt**

First Warning Second Warning Other

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

- Tardiness
- Damaged Equipment
- Absenteeism-Excessive**
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

2. Details of Unsatisfactory Behavior/Actions: Larry has had 7 Unexcused absences since 03/03/2021. This pattern is unacceptable and cannot continue. Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for you in your absences, the overall workload is increased, and performance is compromised.

**3. 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, Larry must come to work fer every scheduled shift.

Employee Signature: Date: 10-8-21

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

Manager's Signature: Date: 10/8/21