



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Xavier Hines**

Date: **November 11, 2021**

Manager Name: **Jenny Vanderwerf**

First Warning                       Second Warning                       **Final**

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Tardiness</b>   | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment             | <input type="checkbox"/> Failure to Follow Procedure           |
| <input checked="" type="checkbox"/> <b>Absenteeism</b> | <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                                 |

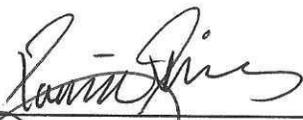
**1. Details of Unsatisfactory Behavior/Actions:**

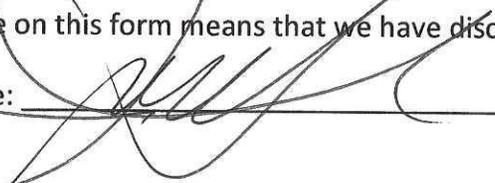
**Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.**

**Xavier this is you FINAL Warning for tardiness and unapproved absences.**

- 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, Xavier must improve immediately.**

Employee Signature:  Date: 11/8/21

Note: Your signature on this form means that we have discussed the situation(s).  
Manager's Signature:  Date: 11/8/21