



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Hugh Larson**

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:**

**Tardiness**

Damaged Equipment

**Absenteeism**

Policy Violation

Falsifying Company Documents

Insubordination

Failure to Follow Procedure

Failure to Meet Performance Standards

Poor Work Quality

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. 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**

**10/12/21**

**10/20/21**

**10/28/21**

**11/17/21**

**11/24/21**

**12/3/21**

**12/23/21**

**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, Hugh must improve immediately on her attendance and communication with supervisors.**

Employee Signature: Blair Lawson Date: 1/25/22

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

Manager's Signature: [Signature] Date: 1-25-22