



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Hugh Larson**

Date: **4/14/2022**

Manager Name: **Jenny Vanderwerf**

First Warning                       **Second Warning**                       **FINAL**

**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: **Hugh has had 6 Absences since the write up on 1-25-22. Punctuality and regular attendance important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased, and production and performance are 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, Hugh must be to work for every scheduled shift's unless preapproved with his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Hugh's attendance must improve immediately.**

Employee Signature: *Hugh Larson* Date: 4/14/22  
Note: Your signature on this form means that we have discussed the situation(s).  
Manager's Signature: *Jenny Vanderwerf* Date: 4/14/22