



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Hugh Larson**

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:

- 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 9 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, 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, Hugh must improve his attendance immediately.**

Employee Signature: *Hugh Larson* Date: 1/17/23

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

Manager's Signature: _____ Date: _____