



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Idris Gedi**

Date: **January 10, 2022**

Manager Name: **Tim Holt**

First Warning Second Warning **Other-ONLY**

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

- | | |
|--|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Excessive Tardiness | <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: **A condition of your re-hire was your assurance that you would come to work and be on-time for every scheduled shift. Since your re-hire date of 12/14/2021, you have only arrived to work and clocked in on-time for 2 shifts. This was verbally discussed with you on Tuesday January 4th, 2022, and you once again assured us that you will not be late to work. You continued to be tardy the rest of the week. This will be the only warning you will receive regarding your tardiness. The next shift that you clock in late, you immediately be Released from your Assignment at Branding Iron.**

For continued employment, and to avoid your release, you must show up for work on-time for every shift going forward.

Employee Signature: *Idris Gedi* Date: 1/11/22

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

Manager's Signature: *Tim Holt* Date: 1/11/22