



EMPLOYEE WARNING NOTICE FORM

Employee Name: **James Ferry**

Date: **July 8, 2020**

Manager Name: **Matt Heaton**

First Warning Second Warning Other

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: **James has had multiple unexcused absences since his hire date of 05/21/2020. Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased, and performance and production are compromised.**

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.

Even though the company has made allowances and has worked with James on his schedule, he still continues to be absent from work. Going forward, James must be at work for every scheduled shift. Sending text messages stating he will not make it in to work in unacceptable and cannot continue.

Any further instances of unexcused absences will result in further discipline up to an including termination.

Employee Signature: Date: 7/8/20
Note: Your signature on this form means that we have discussed the situation(s).
Manager's Signature: Date: 7-8-20