



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Jenna Adkins**

Date: **10/05/23**

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: **Jenna has had a 8<sup>th</sup> unexcused absence since her hire date of 8/7/23. 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 service are compromised. Excessive absences also disqualifying from future raises and from earning the quarterly bonuses.**

2. The following immediate corrective action must be taken by the employee. **To avoid further discipline, Jenna needs to be here for every scheduled shift unless excused by her supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Jenna must improve her attendance immediately and communicate with supervisor when unable to make scheduled shift.**

Employee Signature: Jenna Adkins Date: 10-05-23

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

Manager's Signature: Jenny Vanderwerf Date: 10-05-23