



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Jeremiah Alaye

Date: June 26, 2017

Manager Name:

- 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- No Call No Show For Scheduled Shift

**1. Details of Unsatisfactory Behavior/Actions:** Jeremiah was a No Call No Show for his scheduled shift on Sunday, June 25, 2017. Jeremiah must follow proper procedure when he is unable to make it to work. Not showing up for work causes a hardship on fellow co-workers and puts a burden on the production line. It also reduces productivity.

*Also discussed that Jeremiah can not wear his own earbuds and listen to music on the production floor.*

**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. Jeremiah must inform CMG when he is not able to make it to work. Any further instances will result in further discipline up to and including termination.**

Employee Signature:  Date: 6/27/17

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

Manager's Signature:  Date: 6/27/17