



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Jesse Knettel**

Date: **January 8, 2020**

Manager Name: **Mark Reinarts**

First Warning Second Warning Other

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <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: **Your attendance record indicates that you have been tardy 6 out of 7 shifts in the last 2 weeks. This pattern has become unacceptable and cannot continue. The expectation is that you arrive on time for your shift every day. Constant tardiness shows a lack of respect for the Attendance Policy.**

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.

To avoid further discipline, Jesse must make an immediate improvement to his tardiness.

Employee Signature: Date: 1/8/20

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

Manager's Signature: Date: 1-8-20