



EMPLOYEE WARNING NOTICE FORM

Employee Name: **John Swenson**

Date: **1/18/23**

Manager Name: **Jenny Vanderwerf**

First Warning **Second Warning** **FINAL**

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"/> 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:

John has 3 unexcused absences since he started on 11/23/22. Punctuality and Regular attendance are important to productivity and establishing a good work record. The production team rely on each other to be on time and come to work each day. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.

2. The following immediate corrective action must be taken by the employee.

To avoid further discipline, John needs to be here for every scheduled shift unless excused by his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, John must improve his attendance immediately.

Employee Signature:  Date: 01/18/23

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

Manager's Signature: _____ Date: _____