



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Kenneth Morgan**

Date: **September 14, 2021**

Manager Name: **Jenny Vanderwerf/Jullian Hurd**

First Warning Second Warning **Other- ONLY**

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-Excessive | <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 |

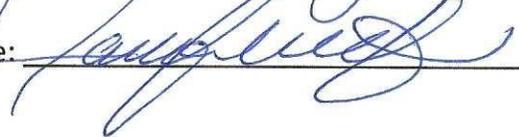
1. Details of Unsatisfactory Behavior/Actions: **Ken has had 7 Unexcused absences since his start date of 07/26/2021. This is considered excessive and cannot continue. Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased, and performance and productivity 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.

Effective immediately, any further Unexcused Absences will result in Release of Assignment at Branding Iron.

Employee Signature:  Date: _____

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

Manager's Signature:  Date: 09/14/21