



EMPLOYEE WARNING NOTICE FORM

Employee Name: Lamar Anderson

Date: 1/17/23

Manager Name: Tim Holt

First Warning

Second Warning

Final

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

Tardiness

Insubordination

Damaged Equipment

Failure to Follow Procedure

Absenteeism

Failure to Meet Performance Standards

Policy Violation

Poor Work Quality

Falsifying Company Documents

Other

1. Details of Unsatisfactory Behavior/Actions: Lamar has 5 unexcused absences since his hire date of 11/29/22. Good Communication is important as well as Punctuality and Regular attendance are important to productivity and establishing a good work record. 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.

Lamar needs up 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, Lamar must improve his attendance immediately and communicate with supervisor when unable to make scheduled shift.

Employee Signature: _____

Date: 1-17-23

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

Manager's Signature: _____

Date: 1-17-23