



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Sylvester Martin**

Date: **October 12, 2021**

Manager Name: **Tim Holt**

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 checked="" type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input checked="" type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: **1: 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 is compromised. On dates, 6-27-21, 7-20-21, 7-30-21, 9-29 -21 and 10-4-21, you reported late for work. Your tardiness caused a delay in the completion of the team's duties. 2: On Friday, October 8th, 2021, Sylvester clocked out and left with out telling anyone, and he did not complete his cleaning duties, leaving extra work for his team members. All 3 infractions are unacceptable and cannot continue.**

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, Sylvester must show up to work on time for every shift. He must complete his shift as well as completing his work duties.

Employee Signature: Date: 10-14-21

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

Manager's Signature: Date: 10/14/21