



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Mary Gatluak**

Date: **March 4, 2019**

Manager Name: **Mark Reinarts**

First Warning Second Warning Other

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

- Tardiness
- Damaged Equipment
- Absenteeism**
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: **Mary has had 6 Unexcused Absences since her hire date of 3-23-18. This pattern is becoming excessive and cannot continue. Excessive absenteeism can affect future raises and the quarterly bonus program.**

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.

Mary must make every effort to be at work when scheduled.

Employee Signature: Mary Gatluak Date: 3/6/19

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

Manager's Signature: [Signature] Date: 3-6-2019