



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Michael Rivera**

Date: **4/13/23**

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: **Michael has 6 unexcused tardies since his rehire date of 1/6/23. 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.
Michael needs to be here on time for his scheduled shift unless excused by his supervisor. To avoid further discipline up to and including Release of Assignment from Branding Iron, Michael must improve his attendance and tardiness immediately.

Employee Signature: *Michael Rivera* Date: *4-13-23*

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

Manager's Signature: *Jenny Vanderwerf* Date: *4/13/23*