



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Michael Schwartzman**

Date: **04/18/2023**

Manager Name: **Jenny Vanderwerf**

First Warning                       Second Warning                       Final

**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 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 had 3 unexcused absences since his hire of 12/29/22. Michael has been tardy 6 times and 7 times left early. Punctuality and Regular attendance are important to productivity and establishing a good work record. The production team rely on each other to be on time and come to work each day. 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. **To avoid further discipline, Michael needs 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, Michael must improve his attendance immediately.**

Employee Signature: Michael Schwartzman Date: 4/18/23

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_