



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Mike Vega**

Date: **January 30, 2019**

Manager Name: **Nick Rausch**

First Warning                       **Second Warning**                       Other

**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"/> <b>Absenteeism</b> | <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: **This warning to is bring your excessive absenteeism to your attention again. On 1-24-19, your 9 Unexcused Absences from last year were discussed with you. Since then, you had an additional Unexcused Absence from work.**

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.

**As we discussed, you need to show immediate improvement in your attendance. Further instances will result in a final written warning and then a one day suspension from work.**

Employee Signature: Mike Vega Date: 1-30-19

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

Manager's Signature: Nick Rausch Date: 1-30-19