



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Robert Levi**

Date: **5/9/2022**

Manager Name: **Darrin Brown**

**First Warning**

**Second Warning**

**Final**

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

Tardiness

Insubordination

Damaged Equipment

Failure to Follow Procedure

**Absenteeism**

Failure to Meet Performance Standards

Policy Violation

Poor Work Quality

Falsifying Company Documents

Other

**1. Details of Unsatisfactory Behavior/Actions: 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. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Robert must improve his attendance immediately and communicate with supervisor when unable to make scheduled shift.**

Employee Signature: Robert Levi Date: 5/11

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

Manager's Signature: [Signature] Date: 5-11-2022