



EMPLOYEE WARNING NOTICE FORM

Employee Name: Ryan Weber

Date: 8/29/2023

Manager Name: Darrin Brown

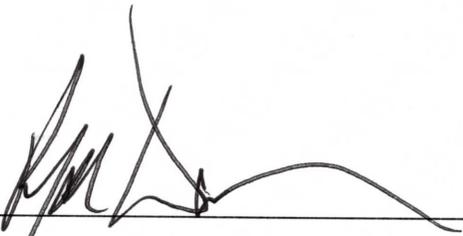
First Warning Second Warning Other

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 |

2. Details of Unsatisfactory Behavior/Actions: As of 8/29/2023 Ryan has missed 11 days of work, had 9 unexcused tardys, and 6 unexcused leave earlys. This level of absenteeism is beyond acceptable.

3. The following immediate corrective action must be taken by the employee. To continue gainful employment Ryan needs to correct his attendance. This can be achieved by refraining from calling in and providing his supervisor with adequate notice(minimum 1 day) when the need arises for him to arrive late or leave early. Failure to follow through will result in further disciplinary action up to and including termination.

Employee Signature:  Date: 8-30-23

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

Manager's Signature:  Date: 8-30-23