



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Shaylah Neely**

Date: **January 24, 2022**

Manager Name: **Tim Holt**

**First Warning**

**Second Warning**

**FINAL-ONLY**

**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 can disqualify you from future raises as well as earning bonuses.**

**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.**

**To avoid further discipline, up to and including Release of Assignment from Branding Iron, Shaylah must improve immediately on her attendance.**

Employee Signature: Shaylah Neely Date: 1/26/22

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

Manager's Signature: Tim Holt Date: 1/24/22