

## EMPLOYEE WARNING REPORT

Today's Date: 12/7/20 Violation Date: 12/7/20  
 Employee's Name: Brian Stankey  
 Department: Conding PM

X	VIOLATION	X	VIOLATION
	Alcohol/Drug Abuse		Safety Violation
X	Attendance		Substandard Work
	Attitude		Tardiness
	Carelessness		Work Rule Violation
	Conduct		Fighting
	Disobedience		Other:

**COMPANY STATEMENT & DETAILS**

Specifically: Brian has missed 10 days in less than 6 months. If he misses 1 day before Feb 1<sup>st</sup> He may be terminated.

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By: [Signature] Date: 12/7/20  
 (Department Manager or General Manager)

**EMPLOYEE STATEMENT**

I agree with the company statement    
 I do not agree with the company statement    
 Specifically:

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Employee Signature: [Signature] Date: