



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Timothy Lee**

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:

- | | |
|--|---|
| <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 |

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, Timothy must improve immediately on her attendance.

Employee Signature: Timothy Lee Date: 1/26/22

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

Manager's Signature: Tim Holt Date: 1/26/22