



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Triston Corwin**

Date: **08/16/23**

Manager Name: Dave Kauder

First Warning Second Warning **FINAL**

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: **Due to your excessive absenteeism and tardiness you are given your FINAL Warning. Triston as of 6/9/23 you have been absent 7 days. Triston you are required to show up every day as scheduled and be on the floor at 3:00pm to start working. 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, Triston needs to be here for every scheduled shift unless excused by his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Triston must improve his attendance immediately and communicate with supervisor when unable to make scheduled shift.**

Employee Signature: *Triston Corwin* Date: 08/16/23

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

Manager's Signature: *Dave Kauder* Date: 8-16-23