



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Victor Stafford**

Date: **January 15, 2018**

Manager Name: **Matt Heaton**

First Warning Second Warning Other

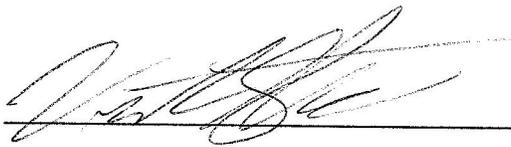
1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism-Excessive | <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 |

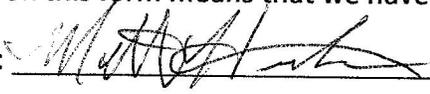
1. Details of Unsatisfactory Behavior/Actions: Victor has had 10 Unexcused Absences since his hire date of 3-22-17. This pattern has become excessive and is unacceptable. Any further instances of excessive absenteeism will result in further discipline.

**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.**

Victor must make every effort to be at work for his scheduled shifts.

Employee Signature:  Date: 1-15-18

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

Manager's Signature:  Date: 1-15-18