CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

Branding Iron
HOLTEN MEATS
ROCHESTER Meat Company

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Vonkeycha Akporido** Date: **February 28, 2025**

Manager Name: **Jenny Vanderwerf**

☒ **First Warning** ☐ Second Warning ☒ Other

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

☒ **Tardiness**
☐ Damaged Equipment
☐ **Absenteeism**
☐ Policy Violation
☐ Falsifying Company Documents
☐ Insubordination
☐ Failure to Follow Procedure
☐ Failure to Meet Performance Standards
☐ Poor Work Quality
☐ Other

1. Details of Unsatisfactory Behavior/Actions: **This is a formal written warning regarding the pattern of tardiness you have exhibited over the past few weeks**

While we understand that occasional lateness may occur, the frequency of these instances is concerning and does not align with the expectations set forth in the company's attendance and punctuality policy. Consistent punctuality is a vital aspect of your role, and these repeated delays are affecting team productivity and overall workflow.

We would like to remind you of the importance of arriving on time as scheduled and encourage you to take steps to ensure your punctuality moving forward.

We appreciate your immediate attention to this matter and expect an improvement in your punctuality.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: 02/28/25