



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Wali Ahmed**

Date: **1/27/23**

Manager Name: **Tim Holt**

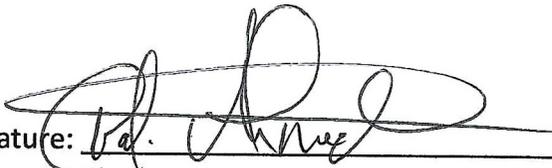
First Warning **Second Warning** **Final**

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 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: **Wali has 65 unexcused tardies since his hire date of 6/20/22. Good Communication is important as well as 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. **Wali needs up to be here on time for his scheduled shift unless excused by his supervisor. To avoid further discipline up to and including Release of Assignment from Branding Iron, Wali must improve his attendance and tardiness immediately.**

Employee Signature:  Date: 2/2/23

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

Manager's Signature:  Date: 2-2-23