

EMPLOYEE WARNING REPORT

Today's Date: 10/30/21 Violation Date: 10/18/21
 Employee's Name: Justin White
 Department: Grinding

X	VIOLATION	X	VIOLATION
	Alcohol/Drug Abuse		Safety Violation
X	Attendance		Substandard Work
	Attitude	X	Tardiness
	Carelessness		Work Rule Violation
	Conduct		Fighting
	Disobedience		Other:

COMPANY STATEMENT & DETAILS

Specifically: Justin has 17 unapproved Day Missed since 6/7/21
Company Policy is 8 days in 1 year any future days missed
will result in Termination

By: Wanda Kappala Date: 10/20/21
 (Department Manager or General Manager)

EMPLOYEE STATEMENT

I agree with the company statement []
 I do not agree with the company statement []
 Specifically:

Employee Signature: _____ Date: _____

employee would not sign