



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Wyatt Vaughn

Date: 07/27/17

Manager Name:

First Warning

Second Warning

Other

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

Tardiness

Insubordination

Damaged Equipment

Failure to Follow Procedure

Absenteeism

Failure to Meet Performance Standards

Policy Violation

Poor Work Quality

Falsifying Company Documents

Other

**1. Details of Unsatisfactory Behavior/Actions:** Wyatt has had 4 unexcused absences and 1 No Call No Show since his hire date of 07/03/17. This is considered excessive absenteeism and is unacceptable. Wyatt must make every effort to be at work on a daily basis. If excessive absenteeism continues, Wyatt will be placed on an On-Call basis and will relinquish his full time status.

**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.**

**Any further instances of No Call-No Show will result in termination.**

Employee Signature: Wyatt Vaughn

Date: 7/27/17

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

Manager's Signature: Nick Rabel

Date: 7/27/17