



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Wyatt Vaughn**

Date: **8-28-17**

Manager Name: **Nick Rausch**

First Warning **Second and Final 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 | <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: **Wyatt was given a written warning on 7-27-17 for excessive absenteeism. Since then, he has missed 2 additional days of work. This pattern of being absent from work cannot continue. If Wyatt misses anymore days of work this calendar year, his employment will be terminated.**

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.
Wyatt must show up for work when scheduled. Being absent from work causes a hardship on fellow co-workers and cannot be tolerated. Any further instances of absenteeism will result in termination.

Employee Signature: Wyatt Vaughn Date: 8/29/17

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

Manager's Signature: Nick Rausch Date: 8/29/17
Lou Rausch 8-29-17