



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Wyatt Vaughn**

Date: **June 22, 2020**

Manager Name: **Nick Rausch**

First Warning Second Warning Other

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input checked="" 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: **Wyatt has shown blatant disregard for his Lead by not adhering to her instructions as well as being disrespectful. He was also over-heard using profanity towards her. Wyatt is also not performing his job duties up to company standards. He continues to be less and less productive and this is apparent in his lack of interest. This behavior is unacceptable and cannot continue.**

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.
If Wyatt is to continue his employment at Branding Iron, he must give his job the full attention that it needs. He must always work up to company standards. Any further instances of disregard, using profanity or not performing to standards will result in immediate termination.

Employee Signature: Wyatt Vaughn Date: 6/23/20

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

Manager's Signature: Nick Rausch Date: 6/23/20



EMPLOYEE TERMINATION FORM

Employee Name: **Wyatt Vaughn**

Termination Date: **June 29, 2020**

Reason for Termination:

- | | |
|---|--|
| <input type="checkbox"/> Voluntary Resignation | <input type="checkbox"/> Job Abandonment |
| <input checked="" type="checkbox"/> Insubordination | <input type="checkbox"/> Permanent/Temporary Layoff |
| <input checked="" type="checkbox"/> Policy Violation | <input type="checkbox"/> Unacceptable Work Performance |

Explanation for Dismissal: **On 06/22/2020 Wyatt was given a final warning for non-productive behavior and poor job performance. Since that time, Wyatt has fallen asleep on the job and has taken excessive lunch breaks 2 days in a row. When questioned regarding his long breaks, Wyatt just shrugged his shoulders. This behavior shows lack of caring and disregard for his job and Lead.**

Is this Employee Eligible for Rehire: Yes No

Employee Signature: Wyatt Vaughn Date: 6/29/20

Manager Signature: Neil Buescher Date: 6/29/20