



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Wyatt Vaughn**

Date: **March 11, 2019**

Manager Name: **Nick Rausch**

First Warning Second Warning **Other: Final Written**

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: **In January, 2019 Wyatt's unacceptable attendance was discussed with him and he was given a chance to improve the situation. Since that time, Wyatt has had 2 additional unexcused absences. This will be Wyatt's Final Written Warning regarding his excessive absenteeism. The next occurrence will result in a 1 Day Suspension without pay. Any further instances after that will result in termination. Wyatt must make every effort to be at work when scheduled.**

Employee Signature: Wyatt Vaughn Date: 3/12/19

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

Manager's Signature: Nick Rausch Date: 3/12/19