



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Wyatt Vaughn**

Date: **April 24, 2020**

Manager Name: **Nick Rausch**

First Warning                       Second Warning                       Other

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

- Tardiness
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: **This warning is to bring your tardiness to your attention. It is important that you are at work and on-time for every scheduled shift. During this time, it is especially crucial that you at your workstation at the start of your shift as your presence is needed in your position. We cannot have continued tardiness as we rely on your knowledge and expertise in your area. This warning is to give you the opportunity to immediately correct this issue.**

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.

**To avoid further discipline, Wyatt must make every effort to be at work and on-time when scheduled.**

Employee Signature: Wyatt Vaughn Date: 4/24/20

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

Manager's Signature: Nick Rausch Date: 4/24/20