

EMPLOYEE WARNING NOTICE

Date: 11/4/2019

Employee Name: Diyan Livingston

Manager Name: Ferdinand Perez

Oral Warning

Written Warning

Termination

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

Attendance

Standards workplace behavior

Workplace violence

Work performance

Other

2. The following immediate and sustained corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.

Excessive Lateness and Call - Outs

Employee Signature:

Refused to Sign Walk out Date: _____

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

Manager Signature:

R. Baker Date: 11/04/2019

Witness:

J. J. J. Date: 11/4/2019

October**Dates of Absence****2019**

Employee Name

Dijan Livingston

Total Days
13

	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
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NOVEMBER**Dates of Absence****2019**

EMPLOYEE NAME	2019																																
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Diyan Livingston																																	

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