

**Employee Warning Notice**Employee Name: Keith Jason Casili Warning Date: 15/6/2018Designation: Virtual Assistant No. of Warning(s): 1 (verbal)**Violation(s)**☒ Tardiness (Late w/o Notice)☐ Unauthorized Absence☐ AWOL☐ Insubordination☐ Conduct☐ Performance☐ Creating a Disturbance☐ Personal Work☐ Work Quality/Accuracy☐ Work Quantity/Output☐ Willful Damage to Company Property☐ Other**Description of Violation(s)**Instances of tardiness for the past 3 months:1/ Apr - 3 Jun 1  
1/ May - 3 - 0**Action/Improvement Plan**☒ Don't snooze the alarmMake your phone further from your bed.Wake up early (7am)**Consequence(s) of Future Infraction/Violation**Further instances will lead to escalation of warnings.

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice and understand it.

Employee's Signature: [Signature]Date: 15/6/2018Supervisor's Signature: [Signature]Date: 15/6/2018Witness' Signature: [Signature]Date: 15/6/2018