



## Employee Warning Notice

Employee Name: Lisondra, Leo Angelo

Warning Date: 10/04/16

Designation: Team Lead

No. of Warning(s): Verbal Warning

## Violation(s)

☒ Tardiness (Late w/o Notice)

☐ Creating a Disturbance

☐ Unauthorized Absence

☐ Personal Work

☐ AWOL

☐ Work Quality/Accuracy

☐ Insubordination

☐ Work Quantity/Output

☐ Conduct

☐ Willful Damage to Company Property

☐ Performance

☐ Other

## Description of Violation(s)

Sept 20 - 7:00 AM

Sept 21 - 7:06 AM

Sept 23 - 7:07 AM

## Action/Improvement Plan

## Consequence(s) of Future Infraction/Violation

A first written warning will be served.

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: \_\_\_\_\_

Date: 4 Oct '16

Supervisor's Signature: \_\_\_\_\_

Date: 4 Oct 2016

Witness' Signature: \_\_\_\_\_

Date: 10/4/16

Employee #: 2016032

Name: Lisondra, Leo Angelo

[illegible]