

BDI - EMPLOYEE WRITE UP FORM

Employee: Rylan Gloslee

Date: 2019-01-07

Department: Service

Supervisor: Dan Yule

Employee Seniority Date:

Trade level:

Disciplinary action: N



TYPE OF VIOLATION:

Attendance

Tardiness

Time Management

WARNING:

Last warning: 2018-12-19

Previous warning: 2018-12-19

Warnings: 2

EMPLOYER STATEMENT:

Rylan did not show up for work on Monday. Didn't message or give any indication that he would be late, or not in. We have customers relying on us for completion times and we need to know that our employees will be on time and in condition to work for scheduled work days. This has already been an issue.

I HAVE READ THIS "WARNING LETTER" AND I UNDERSTAND IF I HAVE RECIEVED A COPY OF THE SAME

Employee Signature

Management Signature

Witness Signature