

BDI - EMPLOYEE WRITE UP FORM

Employee: Rylan Gloslee

Date: 2018-11-05

Department: Service

Supervisor: Stefan Bohl

Employee Seniority Date:

Trade level:

Disciplinary action: N



TYPE OF VIOLATION:

Tardiness

WARNING:

Last warning:

Previous warning:

Warnings: 1

EMPLOYER STATEMENT:

This is a written warning as you have failed to show up for work on time daily. Your tardiness has become a regular occurrence

We need to see an immediate improvement in your tardiness otherwise further action will need to be taken.

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

Employee Signature

Management Signature

Witness Signature