

BDI - EMPLOYEE WRITE UP FORM

Employee: Ethan Hetke

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: 2018-11-05

Previous warning: 2018-11-05

Warnings: 2

EMPLOYER STATEMENT:

Ethan came in an hour late to work. We need to be able to rely on our technicians to show up for work on time and ready for work at our scheduled times. We have customers that rely on us. Ethan is usually one of the techs that is late, or shows up right when the bell sounds. We need this addressed.

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

Employee Signature

Management Signature

Witness Signature