

BDI - EMPLOYEE WRITE UP FORM

Employee: Mckoy Atkinson

Date: 2019-07-19

Department: Service

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Carelessness
Work Quality

WARNING:

Last warning:
Previous warning:
Warnings: 1

EMPLOYER STATEMENT:

Jepsen 9779 - Battery connection missed on battery replacement. Customer called back and had to repair himself. This work quality can't leave this shop. You need to QC your own work before you ask for a QC, and this should have not have been missed.

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

Employee Signature

Management Signature

Witness Signature