

BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skauge

Date: 2018-07-18

Department: Tech

Supervisor: Neil Hodge

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Tardiness

WARNING:

Last warning: 2018-07-18

Previous warning: 2018-03-23

Warnings: 2

EMPLOYER STATEMENT:

Casey has shown a lack of willingness to show up for his shift on time. This is the fourth warning as Casey has shown up late several times over the past month and showed up 2 hours late for his shift today. This is unacceptable as it is a detriment to the business. The next time Casey does not show up on time, this will result in a pay decrease of \$4.00 of his hourly wage.

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

Employee Signature

Management Signature

Witness Signature