

BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skaug

Date: 2019-03-25

Department: Shop

Supervisor: Dan Yule

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Tardiness
Time Management

WARNING:

Last warning:
Previous warning:
Warnings: 2

EMPLOYER STATEMENT:

Late for work again. Last warning was a final warning, this will come with a 2\$ wage reduction. If this continues it will be a 2 week suspension without pay. This is an ongoing issue and BDI can't function with employees like this. Our business is being affected and unfortunately we are getting to the point that we must move on. This needs to be taken seriously, as nothing is working to right the path you are continuing to go down.

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

Employee Signature

Management Signature

Witness Signature