

ATTENDANCE / TARDINESS WARNING

ON _____ DATE OF OCCURRENCE,

YOU _____ EMPLOYEE FIRST AND LAST NAME

AT _____ STORE #

WAS:

Late

No Call No Show

Absent or Called Off Work (without the proper 2 hour notice)

THIS IS YOUR: [] 1ST [] 2ND [] 3RD **WARNING**

Regular and reliable attendance by our employees is essential to THE efficient operation of the store and proper service to our customers. The company's success depends on its efficient operation. Therefore, it is necessary that you be at your store ready to start work at your scheduled work time and continue working until your scheduled shift is completed. You are reminded to follow the procedures put in place for notifying your manager if you are going to be late or absent for an entire shift.

Consider this memo as a warning that your attendance and or tardiness needs to be improved upon. Excessive absences or tardiness may result in disciplinary action, up to and including suspension and termination.

I have read and understand this warning.

Employee Signature

Date Discussed

Authorized Manager (Print Name)

Authorized Manager Signature

Reviewed by General Manager (Print Name)

General Manager Signature & Date

Employee Comments:

Employee: Initial here if you have no comments
