

EMPLOYEE WARNING NOTICE

Employee Information

Select Employee

Theresa Baltazar

Department

Wait Staff

Created on

02/28/2021

Type of Violation

Written Warning Reason(s)

- Tardy/Early Quit

Date of Incident

02/28/2021

Time of Incident

09:00 am

Description of Violation

Violation

Violation of Policies and Procedures

Description:

Theresa was late after being warned .

Action to be Taken

Select One

Suspension

Consequences should incident occur again:

5 day suspension will be given if this continues

Employee Discussion

Date of Discussion

02/28/2021

Witness Name

Angel Borders

Signature of Manager who Issued Warning**Signature of Employee****Date Manager Signed**

02/28/2021

Date Employee Signed

02/28/2021