

(Company Letter Head)

DISCIPLINARY WARNING LETTER

Dear (Name):

This letter is to draw your attention to certain unsatisfactory aspects of your current job performance, namely your three unexcused absences during the past month.

In order to improve your performance, I suggest that you call in no later than one-half hour after your scheduled start time and have no more than one non-medically related absences during the next 30 day period.

I will assist you in any reasonable way to meet the Company's requirements. However, further violations may result in immediate dismissal. If your job performance does not significantly improve by 4/30/ XX , I will have no alternative but to terminate your employment for cause.

Yours truly,

I have read and understood the nature of this warning. I have made my comments on the back of this letter.

Employee's Signature _____ Date _____