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|  | Aquastar |

## Employee Notice

### Employee Information

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| --- | --- | --- | --- |
| Employee Name: |  | Date: |  |
| Employee ID: |  | Job Title: |  |
| Supervisor: |  |  |  |

### Type of Warning

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | First Warning (Unofficial) |  | Second Warning |  | Final Warning |

### Type of Offenses

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Tardiness/Leaving Early | |  | Absenteeism |  | Violation of Company Policies |
|  | Substandard Work | |  | Violation of Safety Rules |  | Rudeness to Customers/Coworkers |
|  | Other: |  | | | | |

### Details

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| --- |
| Description of Infraction: |
|  |
| Plan for Improvement: |
|  |
| Consequences of Further Infractions: |
|  |

### Acknowledgment of Receipt of Warnings

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_