

# Employee Warning Notice!

Avakyan Capital

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The purpose of this written warning is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. The written warning will be placed in your personnel file.

Employee Name		Date of Incident
Position	Company	Time of Incident

## VIOLATIONS

- |   |   |   |
|---|---|---|
| <input type="radio"/> No Call No Show                   | <input type="radio"/> Tardiness / Absenteeism     | <input type="radio"/> Failure to Deliver Package(s) |
| <input type="radio"/> Call Out – Lack of 12 Hour Notice | <input type="radio"/> Safety                      | <input type="radio"/> Failure to Pickup Package(s)  |
| <input type="radio"/> Call Out – Lack of 24 Hour Notice | <input type="radio"/> Failure to Record Hours     | <input type="radio"/> Vehicle Accident              |
| <input type="radio"/> Damage to Company Property        | <input type="radio"/> Violation of Company Policy | <input type="radio"/> Other: _____                  |

You are receiving this disciplinary warning because of the following action:

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## DISCIPLINARY ACTION TO BE TAKEN

- |  |  |
|--|--|
| <input type="radio"/> First Warning                | <input type="radio"/> Suspension without Pay         |
| <input type="radio"/> Final Written Warning        | <input type="radio"/> Termination of your employment |
| <input type="radio"/> Performance Improvement Plan | <input type="radio"/> Other: _____                   |

## CORRECTIVE ACTIONS TO BE TAKEN

Follow up Action	Follow up date

## EMPLOYEE COMMENTS & NOTES

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## EMPLOYEE ACKNOWLEDGEMENT

Future instances of this behavior may result in further progressive discipline up to and including termination. I understand employment is at-will. This means that both you and the company reserve the right to terminate the employment relationship at any time, for any reason. This letter serves only to confirm our discussion of your performance and does not constitute a contract of employment. I understand the contents, and acknowledge, and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____