

WRITTEN WARNING — CONDUCT & ATTENDANCE

CONFIDENTIAL — HR DOCUMENT

Employee Name:	Marcus Williams	Date Issued:	May 21, 2026
Job Title:	Warehouse Associate	Warning Level:	Second Written Warning
Department:	Logistics & Fulfillment	HR File No.:	EWL-2026-0051
Supervisor:	Janet Rodriguez	Effective Date:	May 21, 2026

Purpose of This Warning

This second written warning is issued to Marcus Williams for excessive unexcused absences and failure to follow the company's attendance reporting policy. This warning follows a verbal warning issued on March 10, 2026 and a first written warning issued on April 4, 2026.

Attendance Record — March 21 to May 21, 2026

Date	Day	Absence Type	Call-Out Notice Given?	Documentation
March 27, 2026	Friday	Unexcused	No	None
April 8, 2026	Wednesday	Unexcused	No	None
April 15, 2026	Wednesday	Unexcused	No	None
April 29, 2026	Tuesday	Unexcused	No	None
May 7, 2026	Wednesday	Unexcused	No	None
May 14, 2026	Wednesday	Unexcused	No	None

Total unexcused absences in 60-day period: 6 (Company policy maximum: 3)

Policy Violations

Pursuant to the Employee Handbook (Section 4.2 — Attendance and Punctuality), employees are required to: (1) notify their direct supervisor at least 30 minutes prior to the start of a scheduled shift when unable to attend; (2) provide supporting documentation for any absence exceeding two consecutive days; and (3) not exceed three unexcused absences in any rolling 60-day period. Marcus Williams has violated all three provisions during the period covered by this warning.

Prior Disciplinary Actions

Date	Type	Issue	Outcome
March 10, 2026	Verbal Warning	3 unexcused absences (Jan–Mar)	Employee acknowledged; committed to improvement
April 4, 2026	First Written Warning	4 unexcused absences (Feb–Apr)	PIP initiated; bi-weekly check-ins scheduled

Required Corrective Actions

Effective immediately, Marcus Williams must: (1) have zero unexcused absences for the 90-day period ending August 21, 2026; (2) provide supervisor notification at least 30 minutes before any scheduled shift he cannot attend; and (3) provide a doctor's note for any absence lasting more than one day.

This is a final warning prior to termination. Failure to comply with the above requirements will result in immediate termination of employment. This warning will remain in the employee's HR file permanently.

Employee Signature	Supervisor Signature	HR Representative
Marcus Williams	Janet Rodriguez	Lisa Park, HR Manager
Date: _____	Date: _____	Date: _____

Employee acknowledgment of receipt does not constitute agreement with this warning. A copy of this document has been provided to the employee and placed in the HR file. Sample document — AI For Legal Research (aiforlegalresearch.com)