

EMPLOYEE WARNING NOTICE FORM

Employee Name: Erik Queen

Date: 5/10/2021

Supervisor Name: Jonny Soth

Hire Date: 2/19/2020

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness Insubordination
 Damaged Equipment Failure to Follow Procedure
 Absenteeism Failure to Meet Performance Standards
 Policy Violation Poor Work Quality
 Falsifying Company Documents Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/8/2021

3. Prior Warnings:

6/1/2020- Notification for attendance
8/10/2020- Notification for attendance
8/31/2020- Verbal for attendance
9/2/2020- Verbal for attendance
9/11/2020- Verbal for attendance
3/3/2021- Notification for attendance
3/23/2021- Verbal for attendance
3/29/2021- Verbal for attendance
3/30/2021- Verbal for attendance
4/5/2021- Verbal for attendance
4/6/2021- Verbal for attendance

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature:  Date: 5.11.21

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature:  Date: 5/11/21

