

EMPLOYEE WARNING NOTICE FORM

Employee Name: Saah Harris

Date: 5/15/2021

Supervisor Name: Peter Draheim

Hire Date: 11/16/2020

- 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 5/14/2021

3. Prior Warnings:

11/18/2020- Written for attendance
12/11/2020- Final for attendance
1/20/2021- Final for attendance
4/16/202- Written 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: 05/17/21

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

Manager's Signature: _____ Date: _____