

EMPLOYEE WARNING NOTICE FORM



Employee Name: Erik Queen

Date: 6/16/2021

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 6/15/2021

3. Prior Warnings:

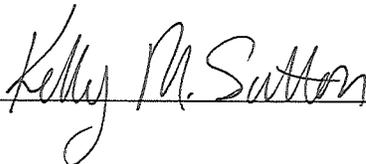
- 8/10/2020- Notification for attendance
- 8/31/2020- Notification for attendance
- 9/2/2020- Verbal for attendance
- 9/11/2020- Verbal for attendance
- 3/3/2021- Notification for attendance
- 3/22/2021 and 3/23/2021- Verbal for attendance
- 3/29/2021 and 3/30/2021- Verbal for attendance
- 4/5/2021 and 4/6/2021- Verbal for attendance
- 5/8/2021- Written for attendance
- 6/1/2021- Written for attendance

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

Go two months with no call-ins or he could be demoted with a pay decrease.

Employee Signature:  Date: 6.17.21

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

Manager's Signature:  Date: 6/17/21