

EMPLOYEE WARNING NOTICE FORM



Employee Name: Javier Villarreal

Date: 9/16/2021

Supervisor Name: Sam Chea

Hire Date: 8/4/2021

- | | | |
|--|---|--|
| ☐ 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 9/15/2021

3. Prior Warnings:

8/11/2021- Written for attendance
8/14/2021- Written for attendance
8/24/2021- Written for attendance

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

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: Javier Date: _____

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

Manager's Signature: Kelly M. Sitter Date: 9.16